

CLACKAMAS COUNTY RESOLUTION SERVICES

Family Law Mediation Fee Information

1. The rate for our services is \$125 per hour and includes:

Case Management

Telephone calls, email, letters, scheduling, conversations with counsel, memoranda, and other work performed by your mediator outside of your session.

Mediation Sessions

- a. Mediation sessions are 90 minutes in duration.
- b. You pay for the scheduled appointment time, whether or not you use all of the time
- c. If your session exceeds the scheduled time frame, you are charged in quarter-hour increments, rounded up to the next 15 minutes

Document Preparation

- a. Draft and final mediated agreements (to reflect any agreements or understandings that you reach in mediation).
- b. If you choose to use our Family Law Clinic:
 - i. The cost for final document preparation typically ranges from one to four hours (\$125- \$500), but may vary based on the facts and circumstances of your particular case. The minimum charge is \$125.
 - ii. You will also need to pay court filing fee to us before we file your documents.

2. Pre-Paid Mediation Sessions and Fee Waivers

- a. If you have an active family law court case, then as part of the court filing fee, you are entitled to two mediation appointments at no charge.
- b. If the court has granted a fee waiver to you in your pending family law case, then we will provide our mediation services at no charge.

3. Payment Responsibility & Methods of Payment

- a. You are jointly and individually responsible to pay for all fees..
- b. Each party will be charged one half of the total cost, unless all parties agree to a different arrangement and notify Resolution Services, except:
 - i. If you cancel with less than 48 hours' notice, or do not show up for the session, the person who missed the scheduled mediation session will be responsible for the fee for the whole session (not just your half), even if your fees for services are covered by the court or waived.
 - ii. If you have an individual session with your mediator, you pay for your own individual session (this is rare and does not include sessions that the mediator meets with you and the other person in separate break-out rooms.)
- c. Fees and any outstanding balance are due before your mediation session begins.
- d. Fees are payable through our online payment portal. Your mediator will email a link to our portal at the start of your session. Follow the instructions in that message. If you need to pay by cash or check, please call us in advance at 503.655.8415. We will provide receipts for payment upon request.

4. Cancellation Policy

You are each individually responsible for informing ***our office and the other party*** that you are cancelling a scheduled joint mediation session. If you cancel with at least 48 hours' notice, you will not be charged for the session. See 2.c.i. above for responsibilities for cancellations without 48 hours' notice, including missed sessions.

5. Change of Financial Circumstance and Review

It is your responsibility to notify Resolution Services if the Court determines you are no longer eligible for a waiver. If the Court determines you no longer qualify for a waiver and you have not notified Resolution Services of this change of circumstances, you will be retroactively responsible for \$125 per hour for services received effective the date the Court determined you no longer qualified. Resolution Services reserves the right to review waivers.