

MEDIATION FEES AND INFORMATION

1. Each party is responsible for fees. Mediation cannot be canceled absent court order; filing a motion is not sufficient.
 - A. Parties **MUST** pay the mediation fees **within ten (10) days of the date of this order**, and the receipt shall be presented to the ADR office at the mediation session.
 - B. Payment must be made by cash, money order, check or Master Card/Visa credit card to the Clerk of the Courts, at each of the courthouse locations. Parties that have registered as E-Filers, have the option to pay fees electronically.
 - C. No family mediation session will be held for any party who fails to make the required payment unless the party has been found indigent or excused from payment.
 - D. If the parties have a combined annual income of less than \$50,000, each of the parties shall pay the sum of **\$60.00**.
 - E. If the parties have a combined annual income greater than \$50,000 but less than \$100,000.00, each of the parties shall pay the sum of **\$120.00**.
 - F. **If a party has been found** to be indigent, that party shall bring a copy of the Determination of Indigence Status or appropriate court order to the ADR office, in which case the fee will be waived for that party.

**** If the parties have a combined annual income greater than \$100,000.00, parties must utilize private mediation. Please refer to paragraph 5 of this order for additional instructions.

2. Either party may file a motion with the Clerk of the Courts to cancel Mediation in the event the parties have a combined annual income of over \$100,000 and they wish to pursue a private mediator. The Form Motion can be obtained from the Self Help Center or the Court's Website. If needed, this motion must be filed with the Clerk of the Courts, along with notarized "Family Law Financial Affidavit Forms" for both parties, providing a copy to all parties involved in the case.
3. Both parties shall complete and file a notarized "Family Law Financial Affidavit" with the Clerk of the Courts at least 10 days prior to mediation.
4. Each party shall bring to mediation a copy of their filed Family Law Financial Affidavit **AND** proof of all income and expenses, including but not limited to, paycheck stubs, income tax return for the most recent year, W-2 forms or 1099 forms, medical expenses, child care and any other related documents.
5. If the case is settled prior to mediation, parties **MUST** file with the Clerk of the Courts, the settlement agreement along with Parenting Plan and Child Support Guidelines Worksheet, if the case involves minor children. Parties **MUST** file the appropriate **motion and obtain a court order to cancel mediation** with the Clerk of the Courts, no later than seven (7) full business days prior to mediation. **Failure to do so will result in imposition of fees against one or both of the parties.** The party who failed to appear shall pay the required fee of \$60.00 or \$120.00 to the Clerk of the Court within 15 days of the filing of the mediator's report. If both parties fail to appear, each shall pay the \$60.00 or \$120.00 to the Clerk of the Court within 15 days of the filing of the mediator's report.