

## ADR OFFICE OF ATTORNEY KEN MANN

### FEES AND COSTS FOR APPOINTMENTS AS A NEUTRAL AFTER AUGUST 29, 2020:

**AS COURT SPECIAL MASTER (e.g., DISCOVERY);  
AS ARBITRATOR OR MEDIATOR THROUGH THE AMERICAN ARBITRATION ASSOCIATION  
("AAA"); AS MEDIATOR THROUGH FINRA OR THE JUDICIAL SYSTEM; OR THROUGH  
PRIVATE MEDIATIONS & ARBITRATIONS WITHOUT ADMINISTRATION BY FINRA OR AAA**

#### **Mediation & Arbitration Hourly Rate and Costs:**

\$350 Per Hour with a minimum fee of \$1,400 (4 hours).

The hourly rate includes review of parties' filings, drafting orders, awards, etc., any research and communications with others after appointment, e.g., counsel and their staff, other panel members, judicial officers, judicial assistants, etc. in addition to time spent at the actual mediation or hearing. *On mediations, to preserve his neutrality, this neutral looks to the parties' attorneys to draft the settlement agreement and recommends they each bring a prototype to the mediation.*

Transportation costs (or IRS mileage rate, as applicable) are only charged for travel to locations outside of Maricopa County, plus, of course, any meals, lodging and related travel costs incurred.

No costs are charged for photocopies, faxes, etc., nor for postage other than certified or registered mail, FedEx, UPS, etc.

#### **Geographic Territory:**

Willing to travel nationally and internationally.

#### **Travel Time Billing Policy --And Rate when charged:**

*Contiguous United States:* There is no charge for travel time except for hearings and mediations outside of Maricopa County, AZ -- **and even then**, only if the total in-person hearing or mediation time over two consecutive days is less than twelve hours.

*Alaska, Hawaii and Internationally:* For hearings or mediations outside the contiguous United States, travel time is only charged if the total in-person hearing or mediation time over three or less consecutive days is less than eighteen hours.

*Travel Time Rate (when applicable):* In those limited situations when travel time is charged, it is charged at 50% of the applicable hourly rate.

#### **Cancellations and Cancellation Fees and Costs, When Applicable:**

Parties are responsible for any time incurred and any non-refundable travel costs incurred, if any, prior to receipt of written notice of cancellation of any hearing or mediation. Additionally, except if caused by Acts of God, a three hour cancellation fee of \$1,050.00 per scheduled day is charged for mediations, final hearings, and other hearings unless written notice of cancellation is received at least **five (5) business days in advance** of the first scheduled day of the scheduled mediation or hearing or an unused extra day was reserved as a safety valve for the final hearing.

**Provided, however**, if the reserved time was 90 minutes or less (e.g., for short preliminary conferences or hearings), no cancellation fee will be charged if at least **two (2) business days advance** written notice is given.