

## **RESCHEDULING AND CANCELLATION POLICY**

At Ford Resolutions, our goal is to ensure you have a cost-effective resolution. Mediating in the first setting allows everyone involved to save time and money. Please remember that each day we commit to a mediation prevents others from having that day as an option. With that in mind, please treat a mediation date as a trial setting.

When mediation is set, please accommodate every request for information from the opposition to ensure an effective mediation of your case. Cancellations due to illness or when counsel is called to trial in another matter require no cancellation fee. Inconvenience, being unprepared, and other common difficulties are not valid grounds. In other words, rescheduling fees are not charged for reasons which would normally delay a trial. If a scheduled mediation cancels on less than a 24-hour notice, a cancellation fee of 50% of the total fee will be charged to each party.

At Ford Resolutions, we make every attempt to have a fair rescheduling and cancellation policy. If it presents a hardship for you or your client, please feel free to contact me as soon as possible to discuss further.