

TERMS OF BUSINESS & FEES*Fees*

Mediation fees are as set out below (no VAT). Payment by bank transfer is required in advance of the session. We also participate in the government's family mediation voucher scheme (up to £500 per family – so £250 each) for families mediating about children.

Mediation information and assessment meeting	£120 per person
Certification of MIAM attendance if required	No charge
Joint mediation session (90 mins)	£210 per person
Documents (as applicable)	
Parenting Plan <i>(child mediation only, optional)</i>	£100 per person
Schedule of Assets & Liabilities and supporting documents <i>(finance mediation only)</i>	£150 per person
Summary of Proposals <i>(finance mediation only)</i>	£150 per person

The above charges include reasonable administrative dealings with you by phone, email, and a mediation record following any joint mediation meeting. Room-hire (for in person mediation) is passed on at cost (split equally between you). Any additional fees (for instance for child inclusive mediation, or attendance of a co-mediator or other professional) will be discussed with you and agreed in writing in advance.

Worked example 1 - child mediation with £500 voucher

A child mediation involving 3 joint mediation sessions (online, 90 minutes each) that reached agreement and was written up as a Parenting Plan, would cost £600 per person, as follows:

Per Person

Assessment meeting: £120

3 x 90 min sessions (3 x 210): £630

Parenting Plan: £100

LESS £250 for voucher

Total: £600 per person

Worked example 2 - finance mediation

A finance mediation involving 4 joint mediation sessions (online, 90 minutes each) that reached agreement and was written up as a Summary of Proposals for a solicitor to draft a binding consent order, would cost £1,260 per person, as follows:

Per Person

Assessment meeting: £120

4 x 90 min sessions (4 x 210): £840

Schedule of Assets & Liabilities: £150

Summary of Proposals: £150

Total: £1,260 per person

Worked example 3 - children and finance mediation with £500 voucher

A children and finance mediation involving 5 joint mediation sessions (in person, 2 hours each - room hire passed on at cost) that reached agreement and was written up as a Summary of Proposals for a solicitor to draft a binding consent order, would cost £1,720 per person, as follows:

Per Person

Assessment meeting: £120

5 x 2 hour sessions (5 x 280): £1,400

Room hire (5 x 1 hour @ £30 per hour): £150

Schedule of Assets & Liabilities: £150

Summary of Proposals: £150

LESS £250 for voucher

Total: £1,720 per person

Cancellation policy

We require 24 hours' notice of cancellation during business hours (so you need to tell us by 3pm on Friday if you wish to reschedule or cancel an appointment at 3pm on Monday). We reserve the right to charge the person cancelling a minimum of one hour (that is £120 for a MIAM or £140 for a mediation session), plus any non-refundable third-party fees already incurred by us (e.g. room hire, any share of fees I have had to pay a co-mediator etc.), if you give less notice than this.

If you are mediating in person, we need 48 hours plus 4 additional business hours' (9am-5pm) notice in order to cancel the room-hire (so if the meeting is at 9am on Thursday, we need to know by 1pm on Monday).

Legal Aid

Susanna Long Family Mediation does not provide mediation funded by legal aid. We may be able to mediate your case through another mediation service which has a legal aid contract, by arrangement. As a rough guide, you need to be on Universal Credit, Income Support, Income-based JSA, Income-based ESA or have a family income of less than £2,657 per month gross; and not exceed the capital limit. Please let us know if you think you think you might qualify and would like to be assessed for legal aid.