



Mediation for Families: Suite 5, 2nd Floor, Margaret Powell House, Midsummer Boulevard, Milton Keynes, MK9 3BN. www.mediationmk.org: Email: Info@mediationmk.org: tel: 07850 550552

Service- Fees are on an individual basis unless otherwise stated	Legal Aid	Private Fees
MIAM- initial Mediation, Information and Assessment session (This session is the mandatory session which must be carried out <i>before</i> mediation begins- If you have been ordered by court to attend mediation, this appointment must <i>still</i> go ahead)	Free	£90 per person
First Joint Mediation session where One party is covered by Legal Aid.	Free	
Joint mediation Sessions (up to 90 Minutes)	Free	£120 per person
Direct Child Consultation (one session)	Free	Free
For Targeted Child Work see separate fees.		
Feedback from Child Inclusive Mediation/ Consultation with summary report	Free	£195 joint fee
Paperwork For financial disclosure documents - OSFI, fees to be paid before document is produced. Once financial documents have been exchanged and OSFI has been produced, your document pack is yours to take away (or may be emailed) and is a working document.		
Open Statement of Financial Information (OSFI)- collation and drafting of first draft	Free	£120 per person
Memorandum of Understanding (MOU)	Free	£275 per Joint fee
Co-Parenting Plan	Free	£ 195 Joint fee
Signing Court Forms	Free	£40 per person (admin fee)
Discounted Full Financial Mediation package- individual assessments (2), mediation session (2), MOU and OSFI with collation of all associated paperwork. Package (AIM)(P&F) The discounted rate is based on two individual MIAM sessions. Two joint mediation sessions, joint financial disclosure and both the Open Statement of Financial Information and the Memorandum of Understanding would normally cost £1,175(£587.50 each). If you wish to go ahead and agree then I will offer you a package of £765 which is a saving of 35%). This is only		£765

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Specialist Child Inclusive Family Mediators

Louise Carrington-Dye is registered with the Family Mediation Council

(Mediation for Families and Mediation Milton Keynes (MMK), is a joint trading company of Integrum Training & Consultancy Ltd, **Registered in England and Wales – Company No. (15046468)** and **Registered in England and Wales – Company No.9594485 – Charity No:1184920**

www.spectruminc.co.uk Email:info@spectruminc.co.uk



<p>available if you agree and pay up front for the package. If you did not reach agreement , refunds would be given but based on the full cost of the services you have received and the balance returned if any, this being based on the individual fees and not the package costs. All documents would remain the property of Mediation for Families until fully paid. Your mediation process must be completed within four months from the initial MIAM. (See separate package conditions) <i>fees and not the package costs. All documents would remain the property of Mediation for Families until fully paid.</i></p> <p><i>(See separate package conditions)</i></p> <p><i>(Please note that the mediation should be completed within four months of the initial MIAMs- failure to do this will result in the need for the process to be restarted).</i></p>		
<p>Discounted Child Only Mediation package- individual assessments (2), mediation session (2), Parenting Outcome/Agreement-</p> <p>The discounted rate is based on two individual MIAM sessions. Two joint mediation sessions, emailed summaries and the Parenting Outcome Statement of agreement would normally cost £855 (427.50 each). If you wish to go ahead and agree then I will offer you a package of £598.50 which is a saving of 30%). This is only available if you agree and pay up front for the package. If you did not reach agreement , refunds would be given but based on the full cost of the services you have received and the balance returned if any, this being based on the individual fees and not the package costs. All documents would remain the property of Mediation for Families until fully paid. Your mediation process must be completed within four months from the initial MIAM. (See separate package conditions) <i>fees and not the package costs. All documents would remain the property of Mediation for Families until fully paid.</i></p> <p><i>(See separate package conditions)</i></p> <p><i>(Please note that the mediation should be completed within four months of the initial MIAMs- failure to do this will result in the need for the process to be restarted).</i></p>		£598.50
Assistance to complete C100 Child Arrangement Application	£145	£145
Assistance in completing Form A	£145	£145
Completion of Form E and collation of documentation – full service to first hearing	£225	£225

(All Legal aid work is undertaken under our Partner Organisation Mediation MK/INTEGRUM Training & Consultancy Ltd)

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Cancellation Policy

Legal Aid funded work

- *We provide Legally Aided mediation if you qualify following a means test (based on your capital and income) and you provide the necessary supporting documents. If you are not eligible for Legal Aid (ie you are privately funded) payment in full is expected prior to each mediation meeting (or at the initial individual meeting) as set out below.*
- *All clients who seek legally aided mediation must provide proof of financial eligibility with documentary evidence of their capital and savings, income and outgoings. We are unable to access Legal Aid, under the Legal Aid Agency's regulations, unless this documentation is provided. If you are eligible but proof is not provided you will be treated as not eligible for Legal Aid until the necessary documents are provided. You will be given the option to end the meeting at this point. Any deposits will be refunded.*
- *If you are Legally Aided and your circumstances change significantly e.g. you obtain full time employment or are in receipt of a large amount of money, inheritance or lottery win it is your responsibility to inform the Mediator for your case and your eligibility will be reassessed.*

Payment for MIAMS

- *If you are assessed as not eligible for Legal Aid and wish to end the meeting at that point no charges will be made. If you are not eligible for Legal Aid and wish to proceed with the MIAMS meeting you will be charged in full in accordance with our private fee structure.*
- *If you have paid for a MIAMS meeting but the other person is later assessed as being eligible for legally aided mediation we will, depending upon your wishes, either a) refund your payment or b) credit the amount against any other work for you.*
- *Deposit payments for MIAMS – Please be aware that we will take a deposit of £20.00 for MIAMS (unless appointment is made within 48 hours where full payment will be taken). This payment is due no later than 7 days before the appointment. It will be repaid in full if you qualify for Legal Aid, and there will be no administration charges for this transaction. If you do not take up an appointment or do not cancel the meeting by giving us at least 48 hours' notice or you fail to attend a meeting, we will not refund the deposit to you. If the deposit is not paid at least 7 days in advance of the appointment, the appointment may be cancelled by us. Where appointments are made and not attended, we retain the right to charge the full amount to secure the booking of another meeting in the future.*

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INTEGRUM
TRAINING & CONSULTANCY



Legal Aid
Agency



Payment for Mediation and for Preparation of Documents – Privately funded work

- *If you are taking advantage of the fees discounted package, then the conditions as set out in that schedule will apply.*
- *Payment of any fees is for the 'process' including your initial appointment and all work undertaken by the mediator and/ or staff from that point. There is no 'breakdown' element of the service, and the fees are for the 'complete' service agreed between the mediator and / or staff and clients. This will be explained and confirmed at your initial appointment.*
- *Payments for mediations are due no later than 48 hours before the date on which the meeting is scheduled to take place.*
- *If you or the other person do not confirm attendance and make payment in full no later than 48 hours before the meeting is scheduled to take place, the meeting may be cancelled by us and any payments made refunded.*
- *Where the Mediator prepares an Open Financial Statement of a Memorandum of Understanding following a mediation meeting an invoice will be issued for the time spent. Payment is required in full before the document is sent to a party. We will not be under an obligation to provide any documents whatsoever to a party whose invoices have not been paid in full.*

Missed appointments

1. *Our policy is to charge in full for missed appointments not cancelled at least 48 hours (excluding weekends and bank holidays) before the scheduled time. These charges will be your responsibility and billed directly to you. Please help us to serve you better by keeping your scheduled appointment.*

Late Payment.

1. *All invoices for work not already payable in accordance with paragraphs 7, 8 and 9 above are payable within 14 days of the invoice date, Partial payments will not be accepted unless agreed in advance. Please be aware that if a balance remains unpaid after the due date, we may refer your account to a collection agency.*
 2. *We reserve the right to charge interest on any late payment, accruing each day at a rate of 8% per year.*

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There are no hidden costs and we do not charge extra for telephone calls/ letters or emails. We require 48 hours to cancel appointments. Unless otherwise stated, all fees are per person). If taking advantage of the 'package' rate, payment is to be made in full before your assessments take place.

Fees are settled via card payment and can be paid by invoice or by telephone by card. All major credit/debit cards accepted. Alternatively, via

BACS Transfer- A/C 44653268 Sort- 60-83-71 Mediation for Families (Louise Carrington-Dye trading as)

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