



## Commencing an AAA® Mediation

Any party or parties to a dispute may initiate a mediation under the auspices of the AAA by using the online form:

- > Request for Mediation Online Form (HTML—May be used for initiating a mediation whether or not AAA mediation is provided by the contract.)

Or you may use the following forms to initiate a mediation by mail or fax:

- > Request for Mediation Form (PDF—Use when AAA mediation is provided for by contract.)
- > Submission to Mediation Form (PDF—Use when AAA mediation is NOT provided for by contract.)

If you have any questions, please email us at [customerservice@adr.org](mailto:customerservice@adr.org).

### Cost of AAA Mediation

A \$250 non-refundable deposit, which will be applied toward the cost of mediation, is required to initiate the AAA's administration of the mediation and appointment of the mediator.

The cost of mediation is based on the hourly or daily mediation rate published on the mediator's AAA profile. In addition, the parties will be assessed an administrative fee for the AAA's services of \$75 for each hour charged by the mediator. There is a four-hour or one-half day minimum charge for a mediation conference. Expenses referenced in Section M-17 of the Mediation Procedures may also apply.

If a matter submitted for mediation is withdrawn or cancelled or results in a settlement after the request to initiate mediation is filed but prior to the mediation conference, the cost is \$250 (to which the deposit will be applied), plus any mediator time and charges incurred. These costs shall be borne by the initiating party unless the parties agree otherwise.