



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN MATEO

MULTI OPTION ADR PROJECT

HALL OF JUSTICE AND RECORDS
400 COUNTY CENTER
REDWOOD CITY, CALIFORNIA 94063

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Instructions for Limited Fee Assignments

Thank you for your willingness to serve as a mediator on a limited fee basis. Your generosity allows our program to be accessible to all who use our court. Feel free to contact ADR staff at **650/261-5075** or **261-5076** should you need assistance regarding this process.

By joining our Panel, you have agreed to accept one limited fee case per year. Some neutrals have agreed to serve beyond this minimum.

As you may know, we have pre-screened parties for eligibility based on their income.

We ask that you provide 6 hours of services on a limited fee basis. You will receive an assignment letter which indicates which party(ies) has/have qualified, "Recipient", and the amount, if any, Recipient shall contribute per hour. After the first six hours of limited fee services, if the parties want to continue the session, you may charge your full market rate for each party. In some instances, panelists will continue at a reduced rate beyond the first 6 hours, particularly if the case seems close to completion. However, panelists are not expected to do so by the program.

Since most cases involve only one Recipient who qualifies for a waiver or reduced fee, you may charge all other parties in the case their proportional share of your full market rate for each hour of services. For example, if it were a *two party* matter where Recipient's contribution was \$0.00, you would receive *half* of your regular hourly fee for the first six hours.

MAP (ADR) staff will always contact you to:

- Determine your availability to serve in a given case and will give you contact information for the parties, case name and number, etc.
- Let you know which party is Recipient and the amount of Recipient shall contribute per hour.

Parties will contact you directly regarding scheduling and all other logistics.

Parties should not be contacting you regarding reduction of fees. ADR staff will screen for eligibility and check with you prior to assigning you a case on a limited fee basis. If parties contact you independently seeking a fee reduction, please refer them to ADR staff.

Note: Parties must file a *Stipulation and Order to ADR* provided to them by the court.

The stipulation identifies the name of the neutral and the date of the ADR session.

We value your continued involvement. If you have any questions, please do not hesitate to contact us directly.