

**Administrative filing fee: \$350 per party/hearing day – Nonrefundable**  
**Arbitrator time billed hourly at the rates below (and subject to minimum hearing fees)**

**ARBITRATOR RATES AND POLICIES**

Carolyn Cairns	\$625	Hon. Elizabeth P. Martin (Ret.)	\$625
John Cooper	\$750	Cynthia Morgan	\$625
Michelle Corsi	\$450	Mark W. Schneider	\$795
Jack Follis	\$550	Hon. Susan K. Serko (Ret.)	\$625
Kevin Hanchett	\$450	David "Mac" Shelton	\$550
Scott Holte	\$625	Jill Haavig Stone	\$450
Margo Keller	\$750	Kathleen Wareham	\$750
Hon. Ronald B. Leighton (Ret.)	\$750		

- 1) Payment Requirement** The applicable administrative filing fee is due at the time of case referral. Projected hearing fees must be pre-collected and failure to prepay by the required deadline constitutes a failure to proceed and requires cancellation of the hearing or a revised fee allocation.
- 2) Award of Arbitration Fees** Unless the parties agree otherwise in writing, the arbitrator may assess arbitration fees as part of an award.
- 3) Settlement or Withdrawal** If a case is withdrawn from the arbitration process for any reason after scheduling has occurred, the administrative filing fee will be allocated to the parties in accordance with their fee agreement, **regardless of which party cancels the hearing.**
- 4) Minimum Hearing Fee** Arbitration hearings are subject to a minimum hearing fee equal to the time reserved on the calendar (**4 or 8 hours per hearing day**) plus the applicable nonrefundable filing fee. A **\$75/hr** staffing surcharge applies to in-person hearing time past 6:00 p.m. or on weekends at WAMS.
- 5) Hearing Cancellation/Rescheduling Policy** – (a) If a **Single Day Hearing** cancels or reschedules less than **ten (10) business days** before the hearing, a late cancellation fee equal to the minimum hearing fee will be charged according to the parties' fee agreement, unless a substitute matter can be scheduled; (b) If a **Multiple Day Hearing** cancels or reschedules less than **fifteen (15) business days** before the first hearing date (or utilizes fewer days than reserved), a late cancellation fee equal to the minimum hearing fee will be charged for each day reserved but unused, unless substitute matters can be scheduled. If a dispute arises concerning cancellation fee responsibility, the arbitrator can determine the fee allocation. The cancellation fee is in addition to the arbitrator's charges for time and expenses incurred before the hearing. Other cancellation policies may apply to cases involving extraordinary travel, review or scheduling requirements. **The hearing date is not counted for late cancellation fee purposes.**
- 6) Hourly Administrative Billing** Excessive scheduling or other pre-hearing requests may result in a **\$150/hr** administrative surcharge.