

Joint Mediation Helpline Office

Mediation Fee Schedule



- As the JMHO is a non-profit-making organization formed with a view to promoting the use of mediation as a means of dispute resolution in Hong Kong, mediators who offer their services through the JMHO are prepared to charge at rates below their usual rates or the prevailing market rates. The fee schedule is a guideline to provide certainty to parties. The rates of fee set out in this schedule are subject to otherwise agreement between the parties and the mediator. Parties and the mediator are free to depart from the schedule by consent/agreement.
- The costs of mediation comprise the appointment fee, the fee charged by the mediator and other expenses including venue fee. This Schedule only deals with the appointment fee and the mediator fee. The details are set out as below:-

- Fee for appointment of mediator** – agreed and to be charged by the Participating Service Provider
HKD2,000 per case (HKD1,000 per party)
- Mediator Fee** – The amount of mediator fee is accordance with the amount in dispute of a case

Amount in Dispute	FEE	
	Preparation works* and pre-mediation session(s) (up to 4 hours)	Mediation Session(s)
Up to HKD1,000,000	HKD5,000 (HKD2,500 per party)	HKD2,000 per hour (HKD1,000 per hour per party)
From HKD 1,000,001 to HKD5,000,000	HKD6,000 (HKD3,000 per party)	HKD3,000 per hour (HKD1,500 per hour per party)
Over HKD5,000,000	HKD10,000 (HKD5,000 per party)	HKD4,000 per hour (HKD2,000 per hour per party)/ to be agreed with the mediator

* Preparation work includes administration, perusing relevant documents, travelling time and all correspondences.

#Mediation Venue is to be arranged by the parties/ mediator. The fee is subject to the venue to be rented.

(If the appointed mediator does not follow the above fee schedule, he/she shall conclude the agreement with parties in writing on his/her proposed fee. And the mediator shall inform JMHO before the mediation starts.)

Notes:

- Unless the parties agree otherwise, the appointment fee (if any) and the mediator fee **shall be shared equally** between the parties and the parties shall be jointly and severally responsible for the payment of fees to the Participating Service Provider / Mediator.
- The above fees are based on single plaintiff-defendant disputes (i.e. bi-parties disputes). If there is more than one plaintiff or more than one defendant (i.e. multiple parties disputes), the mediation session may take a longer time and the Participating Service Provider or the Mediator appointed may discuss this matter with the parties when arranging the mediation.
- For the purpose of calculating the amount in dispute and, hence, the mediation fees payable, the amount of claim and counterclaim are added together to make the aggregate amount of dispute.
- The Mediator shall pay the JMHO an administrative fee of HKD500 for each case referred resulting in mediation. The Participating Service Provider to which the mediator belongs shall assist in arranging for the payment by the Mediator.
- The parties shall, where possible, arrange to provide a suitable venue for the mediation. If there shall be venue costs, the costs are to be paid by the parties, to be shared equally unless otherwise agreed by the parties.
- The Participating Service Provider reserves the right to invoice the parties for any additional amount in dispute in accordance with this Schedule, where the amount in dispute has changed prior to the mediation.