

Joint Mediation Helpline Office
Mediation Fee Schedule



As the Joint Mediation Helpline Office (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, Participating Service Provider (PSP) and 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 administrative and appointment fee, the fee charged by the mediator and other expenses including venue fee. This schedule only deals with the administrative and appointment fee and the mediator fee. The details are set out as below:-

- 1. Non-refundable^{#1} administrative and appointment fee** – agreed and to be charged by the JMHO and PSP
HKD2,000 per case (HKD1,000 per party)
#1 Non-refundable upon the designation of the PSP

- 2. Mediator Fee** – the amount of mediator fee is in accordance with the amount in dispute of a case

| AMOUNT IN DISPUTE | FEE | |
|------------------------------------|---|--|
| | Non-refundable ^{#2} deposit ^{#3} – to be received on behalf of the mediator by the JMHO | Mediation Session(s) – to be charged by the mediator |
| 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 |

#2 Non-refundable upon the appointment of a mediator

#3 The deposit covers the preparation work (e.g. administration, perusing relevant documents, travelling time and all correspondences, etc.) and pre-mediation session(s) (up to 4 hours)

Notes:

- 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 within 14 days** after signing the Agreement to Mediate with parties.
- Unless the parties agree otherwise, the administrative and appointment fee 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 JMHO, PSP and/ or 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 PSP 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 HKD1,000 for each case referred resulting in mediation.
- Mediation Venue** is to be arranged by the parties/ mediator. The fee is subject to the venue to be rented. 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.
- For the updated fee schedule, please refer to JMHO's website: <http://www.jointmediationhelpline.org.hk/Form.html>