



DRS FEE SCHEDULE AND POLICIES

Please note that administrative fees must be received before a case will be scheduled for mediation.

If you have any questions regarding our fees or payment policies, please contact our office at 817-877-4554.

Thank you!

ADMINISTRATIVE PROCESSING FEES
DISPUTE RESOLUTION SERVICES OF NORTH TEXAS, INC.
4304 Airport Freeway, Suite 100, Fort Worth, TX 76117
(817) 877-4554 FAX: (817) 877-4557 Web:
www.drsnorthtexas.org

Fees for the following categories are \$50 per party:

1. District Court Cases (non-family)
2. District Court Cases (family)
3. County Court-at-Law or Probate Cases
4. Federal Court Cases
5. Cases not filed with claims/damages exceeding \$10,000
6. Family Cases not yet filed
7. Settlement Week Cases
8. Adult Victim-Offender Cases
9. Real Estate Cases exceeding \$10,000

Fees for the following categories are \$15 per party:

10. Community Case (disputes not filed in any court and with claims/damages totaling \$10,000 or less)
11. Cases referred by a Justice of the Peace or Municipal Court

(Fees are waived for Police referrals)

Fees for the following categories are as stated:

12. Cases outside Tarrant County - \$150 per party or \$200 for Level II
13. Rescheduling – repay fees before cases can be rescheduled, per rule 19.

Payment of fees for all cases:

14. All administrative fees are non-refundable and are payable upon filing a Request for Services form with DRS, or upon receipt of a DRS scheduling letter.
15. All fees must be paid before scheduling can begin.
16. A Pauper's Affidavit may be submitted in cases where parties are unable to pay the administrative handling fee.

17. Payment must be made by money order, cashier's check or business check, payable to DRS of North Texas, Inc.

**PERSONAL CHECKS OR CASH NOT ACCEPTED.
WE ACCEPT MOST MAJOR CREDIT CARDS.**

Canceled or rescheduled cases:

18. Cases canceled at the initiative of either party forfeit fees.
19. Cases rescheduled at the initiative of either party will require a rescheduling fee equal to the total administrative fee paid for all parties, to be paid by the canceling party.
20. Should any disputant or counsel be unable to participate in mediation due to illness or apparent intoxication by alcohol or drugs, the Executive Director, or designated representative may elect to cancel and reschedule the mediation. In such case, rules (18) and (19) will apply.

Level II mediation program fees:

21. Non-refundable \$50 administrative fee – same categories as regular mediation program.
22. \$150 per party mediation fee, in addition to the \$50 administrative fee, or \$200 total fees per party.
23. If mediation cancels prior to the scheduled start date, the \$150 per party fee is refunded.