



TEMPORARY FEE SCHEDULE AND POLICIES

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

For questions regarding fees or payment policies, please email drs@drsnorthtexas.org.

Thank you!

ADMINISTRATIVE PROCESSING FEES
DISPUTE RESOLUTION SERVICES OF NORTH TEXAS, INC.
4304 Airport Freeway, Suite 100, Fort Worth, TX 76117
Email: drs@drsnorthtexas.org | Web: www.drsnorthtexas.org

Fees for the following categories are \$150 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. Community Cases not filed
6. Family Cases not yet filed
7. Settlement Week Cases
8. Adult Victim-Offender Cases
9. Real Estate Cases
10. Cases referred by a Justice of the Peace or Municipal Court
11. Police referrals

Fees for the following categories are as stated:

12. Cases outside Tarrant County - \$150 per party
13. Level II Cases - \$200.00 per party
14. Rescheduling – repay fees before cases can be rescheduled, per rule (20).

Payment of fees:

15. 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.
16. All fees must be paid before scheduling can begin.

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

**NO PERSONAL CHECKS – WE ACCEPT CREDIT CARDS
CALL (817) 877 – 4554 TO PAY BY CREDIT CARD**

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 \$150 administrative fee
22. \$50 per party mediation fee, in addition to the \$150 administrative fee, or \$200 total fees per party.
23. If mediation cancels prior to the scheduled start date, the \$50 per party fee is refunded.