



MEDIATION REQUEST & FEE SCHEDULE

To Request a Mediation

1. Confirm that all parties want to mediate with DRS of North Texas.
2. Obtain a [Request for Services Form](#) on our website at drsnorthtexas.org or email drs@drsnorthtexas.org
3. Complete the appropriate [Request for Services Form](#).
4. One party submits the form to drs@drsnorthtexas.org.
5. Both parties pay Mediation Fee. Once payment has been made, there will be a **cancellation or rescheduling fee** for canceled or rescheduled cases.

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

Thank you!

DISPUTE RESOLUTION SERVICES OF NORTH TEXAS, INC.
P.O. Box 172661 Arlington, Texas 76003
Email: drs@drsnorthtexas.org | Web: www.drsnorthtexas.org

Mediation Fees for the following cases are \$300 per party. Cases are scheduled for 1/2 day*

1. District Court Cases (non-family)
2. District Court Cases (family)
3. Family Cases not yet filed in court
4. County Court at Law or Probate Cases
5. Federal Court Cases
6. Real Estate Cases

Mediation Fees for the following cases are \$150 per party. Cases are scheduled for 1/2 day*

1. Community Cases not yet filed in court
2. Police referrals
3. Cases referred by a Justice of the Peace or Municipal Court
 - The amount in controversy limit for this case type is \$20,000

***Overage Fees:** All cases are scheduled for half-day mediations. Cases that exceed the half-day scheduled time may be subject to a per party fee of \$50/hour for each hour in excess of the half-day scheduled. To save valuable time on the day of mediation, **please contact your case manager to discuss needs for additional time as well as fee amount and payment.**

Mediation Fee Payment:

Mediation fees are payable upon submitting a **Request for Services** form with DRS of North Texas. All fees must be paid before scheduling can begin.

- **DRS North Texas is no longer able to waive fees for low-income and indigent disputants.**

Payment Options

- **Credit Card**
 - Call 817-877-4554 to submit payment, OR
 - Go to the mediation tab on our website at drsnorthtexas.org/mediation/payments
- **Money order, cashier's check, business check, or law firm check.**
 - Payable to **Dispute Resolution Services of North Texas, Inc.**, or
 - Mail to: PO Box 172661, Arlington, TX 76003
- **WE DO NOT ACCEPT PERSONAL CHECKS**
- **ONCE PAYMENT HAS BEEN MADE, CANCELLATION OR RESCHEDULING FEES WILL APPLY to canceled or rescheduled cases.**

Cancellation and Rescheduling Policy:

1. If a party (or counsel) cancels mediation 7 days prior to the scheduled start date, 50% of the mediation fee per party is eligible for refund. If canceled less than 7 days prior, no refund will be applied.
2. Cases rescheduled at the request of a party (or counsel) will be charged a rescheduling fee. The party requesting the reschedule will be responsible for this fee. The fee will be equal to that party's mediation fee amount.
3. 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 a designated representative, may elect to cancel and reschedule the mediation. In such cases, rules (1) & (2) will apply at DRS' sole discretion.