

Joint Mediation Helpline Office
Mediation Fee Schedule



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. 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 JMHO administrative fee, the mediator fee and other expenses including venue fee. This schedule only deals with the JMHO administrative fee and the mediator fee as below :

1. **Non-refundable JMHO administrative fee** – HKD1,000 per party
2. **Mediator Fee** – *the amount of mediator fee is in accordance with the amount in dispute of a case*

AMOUNT IN DISPUTE	Mediator Fee	
	Before referring a case, JMHO collects a non-refundable deposit from each party on behalf of the mediator, to cover the mediator's preparation work and pre-mediation preparatory meeting(s) (not exceeding 4 hours).	Mediation session fee – charged by the mediator to each party, to cover the mediator's work during the mediation session, calculated on an hourly basis.
Up to HKD1,000,000	HKD2,500 per party	HKD1,000 per hour per party
From HKD 1,000,001 to HKD5,000,000	HKD3,000 per party	HKD1,500 per hour per party
Over HKD5,000,000	HKD5,000 per party	HKD2,000 per hour per party / to be agreed with the mediator

Notes:

- (i) 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.
- (ii) Unless otherwise agreed by the parties, the JMHO administrative fee and mediator fee shall be borne equally by all parties.
- (iii) 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.
- (iv) 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.
- (v) The Mediator shall pay the JMHO an administrative fee of HKD1,000 for each case referred resulting in mediation.
- (vi) **Mediation Venue** is to be arranged by the parties/ mediator. 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.
- (vii) For the updated fee schedule, please refer to JMHO's website: <http://www.jointmediationhelpline.org.hk/Form.html>