



## How to File Your Employment Mediation Case

Any party or parties to a dispute may initiate mediation under the auspices of the AAA® by doing the following:

### Step 1. Complete the Appropriate Form

- [Request for Mediation Form](#) – (may be used when AAA mediation is provided for by the contract)
- [Submission to Mediation Form](#) – (may be used when AAA mediation is NOT provided for by the contract)

### Step 2. File your Case

When you have the documents ready, you can file your case in any one of the following ways:

- Online: <https://apps.adr.org/webfile> or <https://www.adr.org/FileOnline>
- Email box: [casefiling@adr.org](mailto:casefiling@adr.org)
- Facsimile: 1.877.304.8457
- Mail: American Arbitration Association – Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NJ 08043

### Step 3. Cost of AAA Employment Mediation

A \$250 non-refundable deposit, which will be applied toward the cost of mediation, is required to initiate the AAA's administration of the mediation and appointment of the mediator.

The cost of mediation is based on the hourly or daily mediation rate published on the mediator's AAA profile. In addition, an administrative fee for the AAA's services of \$75 for each hour charged by the mediator will be assessed. There is a four hour or one-half day minimum charge for a mediation conference. Expenses referenced in Section M-17 of the Mediation Procedures may also apply. All expenses of the mediation, including required traveling and other expenses or charges of the mediator, shall be borne by the company, unless the parties agree otherwise, post-dispute.

If a matter submitted for mediation is withdrawn or cancelled or results in a settlement after the request to initiate mediation is filed but prior to the mediation conference, the cost is \$250 (to which the deposit will be applied), plus any mediator time and charges incurred. These costs shall be borne by the initiating party unless the parties agree otherwise.