



Information About Mediation Fee Coverage

What is the Civil Mediation Program – Court of Queen’s Bench of Alberta?

The Civil Mediation Program – Court of Queen’s Bench of Alberta offers parties (people involved in a lawsuit) the opportunity to use private mediation to resolve disputes. The program is now operating in the Judicial Districts of Edmonton and Lethbridge/MacLeod. The program applies to parties involved in civil, non-family lawsuits at the Court of Queen’s Bench level.

What is mediation?

Mediation is a flexible, informal way of resolving a dispute. Parties try to reach an agreement to end the lawsuit with the help of a mediator. One of the goals of mediation is to reach an agreement that addresses the concerns and needs of all the parties. Mediators do not take sides, make decisions or suggest solutions. The parties create and agree to their own solution. Nothing is imposed by the mediator. Parties who qualify for Mediation Fee Coverage must choose a mediator from the Roster for the Civil Mediation Program – Court of Queen’s Bench of Alberta.

**You can find out more about the
Civil Mediation Program – Court of Queen’s Bench of Alberta by:**

Visiting our website at: <http://www.albertacourts.ab.ca/qb/civilmediation>

Contacting the Office of the Mediation Coordinator:

Edmonton:

Address:

2nd Floor South, Law Courts Building
1A Sir Winston Churchill Square
Edmonton, AB T5J 0R2

Phone: (780) 427-2721

Fax: (780) 644-7838

Email: edmqb.civilmediation@gov.ab.ca

Lethbridge:

Address:

Court House
320 – 4th Street South
Lethbridge, AB T1J 1Z8

Phone: (403) 388-3102

Fax: (403) 388-3104

Email: lethqb.civilmediation@gov.ab.ca

How much does mediation cost?

Costs vary, depending on such things as:

- how many parties are involved in the lawsuit;
- whether lawyers are participating in the mediation; and
- how many issues there are to discuss in mediation.

Some of the things Mediators are paid or reimbursed for include:

- time spent helping parties prepare for mediation;
- time spent in mediation;
- travel time to and from mediation, if in another city;
- rental of a mediation room; and/or
- other possible expenses incurred by the Roster Mediator for the mediation.

Most mediations last 4 to 6 hours. Roster Mediators with the Civil Mediation Program – Court of Queen’s Bench of Alberta set their own fees. On average, they charge \$200 - \$250 an hour.

Who usually pays for mediation?

Parties usually pay for mediation themselves. They have to agree on how to split the cost. They often agree to share the cost of mediation equally.

What if I cannot afford to pay for mediation?

If you cannot afford to pay, you can apply for mediation fee coverage. You can apply for coverage if:

1. You have agreed to attend mediation through the Civil Mediation Program – Court of Queen’s Bench of Alberta or a Judge or a Mediation Coordinator has directed that you attend for mediation;
AND
2. You meet the eligibility requirements set out in Civil Practice Note 11 for the Civil Mediation Program – Court of Queen’s Bench of Alberta;
AND
3. You meet the financial requirements.

How do I apply for mediation fee coverage?

Complete the Application Form. You must complete the entire form, which requires you to provide a Statement of Finances.

You can get a copy of the Application Form by:

- Printing the form off of our website at:
<http://www.albertacourts.ab.ca/qb/civilmediation>
- Contacting the Office of the Mediation Coordinator in Edmonton or Lethbridge.

Mediation Coordinators in both Edmonton and Lethbridge can help you fill out the Application Form. If you are a party to a lawsuit in the Judicial District of Edmonton, you can also contact the Edmonton Centre for Equal Justice to get help. The Edmonton Centre for Equal Justice may also:

- help you prepare for mediation;
- provide a lawyer to attend mediation with you; and
- answer specific questions about your lawsuit.

Contact information for the Edmonton Centre for Equal Justice
 900, 10025–106 Street
 Baker Centre
 Edmonton, AB T5J 1G4
 Phone: (780) 702-1725
 Fax: (780) 702-1726
 E-mail: intake@ecej.ca

Who decides if I qualify for mediation fee coverage?

The Mediation Coordinators decide if you qualify for fee coverage. You cannot appeal the Mediation Coordinator’s decision, so it is important to tell the truth on the Application Form and tell the Mediation Coordinator about any information that you think is important.

To qualify for coverage, your family must make less than the amounts listed below:

Number of Persons in Family Residing In Household (including applicant)	Gross Family Income	
	\$ Monthly	\$ Annually
1	2,500	30,000
2	3,167	38,000
3	3,417	41,000
4	3,917	47,000
5	4,250	51,000
6	4,583	55,000
7+	5,000	60,000

What does mediation fee coverage include?

If you qualify for coverage, the Civil Mediation Program – Court of Queen’s Bench of Alberta will pay up to \$600.00 for mediation services with a Roster Mediator. This amount could include fees for the following:

- time spent helping parties prepare for mediation;
- time spent in mediation;
- travel time to and from mediation, if in another city;
- rental of a mediation room; and/or
- other possible expenses incurred by the Roster Mediator for the mediation.

What happens after my application has been approved?

If you qualify, the Mediation Coordinator will notify you and the other parties in the lawsuit that your application has been approved.

NOTE: If you are the plaintiff in a lawsuit, you may not want the other parties to know that you qualify for coverage because sharing this information may affect your legal rights. It is strongly recommended that you discuss this with a lawyer.

Next, the Mediation Coordinator will provide you with a list of Roster Mediators, and you and the other parties must choose a Roster Mediator to work with you. All parties have to agree on which mediator to use. If all parties cannot agree, the Mediation Coordinator will choose a mediator for you.

A Mediation Coordinator will then talk with you about mediation and answer any questions that you have. The Mediation Coordinator will also help you to:

- contact the Roster Mediator;
- choose a date and time for mediation;
- choose a location for mediation; and/or
- explain exactly which costs are covered by Mediation Fee Coverage.

There is no charge for the meetings with the Mediation Coordinator.

How do the costs of mediation get paid?

After mediation, the Roster Mediator will submit a bill directly to the Civil Mediation Program – Court of Queen’s Bench of Alberta. As long as you use only the amount authorized for your mediation, you will not have to pay any fees.

What happens if the coverage is used up before we have finished mediation?

If you and the other parties have not finished mediation when you reach the authorized limit, you will have to discuss what you want to do next with the Roster Mediator and/or a Mediation Coordinator.

Do I have to reimburse the Civil Mediation Program – Court of Queen’s Bench of Alberta at a later time for any mediation fee coverage that I receive?

No. We simply ask you to complete an evaluation form for the program.