



## Mediation Sessions

County of Court	Intake ID Number	Date of Mediation	Billable Hours (per person, including drafts of memos)	Mediator's Subsidy Rate	Total	Final Billing for this Case?		
						Yes	No	
			Hours X	Rate	=	Total		
			Party 1					
			Party 2					
			Party 1					
			Party 2					
			Party 1					
			Party 2					
			Party 1					
			Party 2					
			Party 1					
			Party 2					
			Party 1					
			Party 2					
			Party 1					
			Party 2					
			Party 1					
			Party 2					
			Party 1					
			Party 2					
						Total Subsidy \$		

*Don't forget your Data Tracking Release Form.*

**Reminders:**

1. Each case ID Number is allowed ten total hours **including** drafting of documents.
2. If this is the first session billing for a case, you must attach a Case Identification Release Form.
3. If this is the final billing for this case, you must attach a **Client Data Information Form**.
4. If math is incorrect, invoice will be returned to you. Corrected form must be resubmitted within 2 wks.
5. When intakes are totaled for payment, do not include any Action Code X intakes.

### Summary

Total for Intakes = Number of intakes _____ x \$10 (Do not include any Action Code X intakes)	=	\$ _____
Total for Subsidized Mediation Amount from box called "Total Subsidy \$"	+	\$ _____
Total Due for Intakes and Mediation		\$ _____

Mediator Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Statewide Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Invoices should be mailed to VFCMP, **Office of the Court Administrator, 109 State St, Montpelier, VT 05609-0701**