

Arbitration Timeline

Non-mass Arbitrations under ADR Services, Inc. Arbitration Rules

APPROX. 15
CALENDAR DAYS

DEMAND & COMMENCEMENT

One way an arbitration may be commenced is by submitting the "Demand for Arbitration" form, and ADR Services, Inc. will confirm receipt by issuing a Commencement Letter. Respondent may submit an Answering Statement and Counterclaim within 15 days. (The other two methods are are by Court Order or Stipulation.)

\$

\$450 Filing Fee (for Demands only)

Parties may stipulate to an arbitrator, or select the Arbitrator through ADR Services, Inc.'s Strike & Rank Process

ARBITRATOR SELECTION (NON-PANEL) APPROX. 15
BUSINESS DAYS

STEP

3

APPROX. 3 DAYS

INITIATION

ADR Services, Inc. issues an initiation letter opening the case file and outlining next steps. Counsel **must** execute and return Arbitration Registration Forms.

\$

\$ \$750/party Non-Refundable Administrative Fee

Counsel may object to the appointment of the Arbitrator within the applicable time period based upon the disclosures made. Counsel may also stipulate to reduce this objection period.

DISCLOSURE DISQUALIFICATION PERIOD

STEP

4

15 CALENDAR DAYS

5 FOLLOWING DISQUALIFICATION PERIOD

ARBITRATION MANAGEMENT CONFERENCE (AMC) Counsel meet with the Arbitrator, generally via telephone or video conference, to discuss case status, discovery timelines and to set hearing dates and locations.



Arbitrator fees for preparation, hearing & order preparation. This time is billed in advance of the AMC as a retainer.

The parties shall cooperate to exchange all nonprivileged documents/information relevant to the dispute or claim. The Arbitrator shall hear any motions or disputes that arise in accordance with applicable law.

Arbitrator fees shall be assessed dependent upon their involvement as disputes occur.



DISCOVERY & DISPOSITIVE MOTIONS

STEP

6

PER CODE OR AS ARBITRATOR ORDER

At any point during the arbitration, parties may participate in mediation





Mediator's fees in addition to a one-time, non-refundable administrative fee of \$350/party.

STEP

GENERALLY
1-10 DAYS

ARBITRATION HEARING

The Arbitrator shall conduct the hearing, which may be held in-person, via video conference, telephone, or on papers at the Arbitrator's and parties' discretion.

\$

Arbitrator's fees for preparation, hearing time and reasonable travel expenses as applicable. These fees are due in advance. Cancellation fees apply per arbitrator's fee schedule.

The Arbitrator may request post hearing submissions. The closing of the hearing may be delayed until such time as post-hearing briefs are submitted or closing arguments presented.

Arbitrator's fees for reviewing submissions



POST-HEARING SUBMISSIONS

STEP

8
PER ARBITRATOR

STEP

WITHIN A REASONABLE TIME AWARD OR INTERIM AWARD The Arbitrator is required to render a written, reasoned Award enumerating the disposition of each claim and the relief, if any, as to each claim.

\$

Arbitrator's fees for review, research & drafting of the Award.

Where applicable, by noticed motion, the Arbitrator may assess and apportion the fees, expenses, and compensation related to such Award as the arbitrator determines is appropriate.

Arbitrator's fees for review, hearing any arguments & drafting of the Final Award.



MOTION FOR ATTORNEY(S) FEES & COSTS, FINAL AWARD STEP

10

PER ARBITRATOR