# Arbitration Timeline

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

## STEP 1 — DEMAND & COMMENCEMENT

APPROX. 15 CALENDAR DAYS

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 by Court Order or Stipulation.)

$ $450 Filing Fee (for Demands only)

## STEP 2 — ARBITRATOR SELECTION (NON-PANEL)

APPROX. 15 BUSINESS DAYS

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

## STEP 3 — INITIATION

APPROX. 3 DAYS

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

$ $975/party Non-Refundable Administrative Fee

## STEP 4 — DISCLOSURE DISQUALIFICATION PERIOD

15 CALENDAR DAYS

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.

## STEP 5 — ARBITRATION MANAGEMENT CONFERENCE (AMC)

FOLLOWING DISQUALIFICATION PERIOD

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.

## STEP 6 — DISCOVERY & DISPOSITIVE MOTIONS

PER CODE OR AS ARBITRATOR ORDER

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. $

## MEDIATION

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 $450/party.

## STEP 7 — ARBITRATION HEARING

GENERALLY 1-10 DAYS

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.

## STEP 8 — POST-HEARING SUBMISSIONS

PER ARBITRATOR

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 $

## STEP 9 — AWARD OR INTERIM AWARD

WITHIN A REASONABLE TIME

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.

## STEP 10 — MOTION FOR ATTORNEY(S) FEES & COSTS, FINAL AWARD

PER ARBITRATOR

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. $

*Unused retainer fees are refunded at the conclusion of the matter.