

## PRE-ARBITRATION CHECKLIST

The following materials should be sent by mail or courier **no later than seven (7) days prior to the hearing** unless otherwise agreed:

- 1) A check, payable to Legal Options, in the amount of the enclosed invoice. (If no invoice is enclosed with this confirmation letter, a check request has already been forwarded under separate cover to your Accounts Payable staff.)
- 2) An arbitration brief or memorandum which includes:
  - A. The nature of the case;
  - B. Any facts to which the parties wish to stipulate;
  - C. A precise statement of the issues submitted to the Arbitrator for decision;
  - D. The type of damages claimed;
  - E. Any other remedies sought; and
  - F. A proposed witness list which includes both name and address.

**Note:** If you prefer to fax your brief or memorandum, our toll-free fax number is listed at the bottom of this page. Please **do not fax your exhibits** as the Arbitrator will have ample time to review these during and after the hearing (see No. 4 below).

- 3) We require that the counsel/representative for each party execute an arbitration agreement. I have enclosed the original agreement with Attorney [Name] letter and a copy with Attorney [Name] letter so that you may discuss it with regard to any additional matters to be included therein. I would ask that Attorney [Name] execute the original agreement and bring it to the hearing for Attorney [Name] signature and delivery to the Arbitrator.
- 4) **Finally, on the day of the hearing, we ask that the parties bring two indexed sets of exhibits** which they intend to offer in evidence, one set for the Arbitrator and the other set for opposing counsel. It is **strongly recommended** that counsel mutually share and discuss their respective exhibits prior to the hearing with regard to any potential objections.

**Note:** Unless otherwise stipulated to by the parties, any documents or records submitted by a party as an exhibit at the hearing, which had not been provided to the opposing counsel at least seven days prior to the hearing, shall be assumed to be admitted over the objection of opposing counsel who shall have seven days from the close of the hearing to submit any rebuttal evidence or other specific bases for objection.