

-VS-

Arbitration No. _____

Case No. _____

NOTICE OF ARBITRATION HEARING

MANDATORY ARBITRATION - RULE 29

Counsel must phone each other 5 days prior to hearing as a reminder to avoid default judgment for non-attendance.

TO:

Counsel for Plaintiff

Address

Counsel for Defendant

Address

Counsel for _____

Address

The above case has been submitted for arbitration to an arbitration panel of which the undersigned

is Chair and _____, and _____
are the other members of the panel.

Pursuant to Rules for arbitration, the following date, time and place are hereby set for hearing:

Date: _____

Time: _____

Place: _____

Chair

Dated: _____, 20____

cc - ADR Administrator
cc - Counsel for all Parties
cc - Arbitrators

Address of Chair

Phone No.

Please make special note of the following:

1. Review the Rules for Mandatory Arbitration.
2. No continuance will be granted except for very unusual cause.
3. Notify parties if not represented by counsel.
4. IF THIS CASE HAS BEEN SETTLED, OR IF THERE HAS BEEN ANY OTHER CHANGE OF STATUS, PLEASE NOTIFY ALL PANEL MEMBERS AND THE ADR OFFICE IMMEDIATELY.
5. IF UNABLE TO ATTEND HEARING, CALL CHAIR FIRST FOR PERMISSION TO SELECT A SUBSTITUTE DATE AND TIME, CONFIRM WITH ALL PARTIES, COUNSEL AND ARBITRATORS, THEN NOTIFY THEM ALL ON YOUR LETTERHEAD: OTHERWISE THE CASE WILL GO FORWARD AS ORIGINALLY SCHEDULED.
6. Requests for continuance beyond the 90 day referral period must be granted by the assigned judge.

IMPORTANT