

## Organizational Questions for Each Party in Arbitration

1. What are mutually available dates and times for an initial pre-arbitration telephone conference?
2. What is your email address and all other contact information?
3. What are mutually available dates and times for the arbitration?
4. What is your estimated arbitration length in terms of seven hour days?
5. Any problems using the current American Arbitration Association Rules of Evidence which are available online?
6. Have the parties agreed on as many exhibits as they can?
7. Have the parties agreed on any accommodations with regard to scheduling witnesses?
8. The findings will be in a written set of findings unless the parties agree to a simple finding of liability or no liability and an award etc; what is your preference?
9. Do you have a copy of the Arbitration Fees & Policies Schedule which includes the current arbitrator fees?
10. The hearing location will be at 27 Mica Lane, Wellesley, Massachusetts unless otherwise agreed. We also have locations available in Boston, Worcester, Springfield and Providence, RI.
11. The hours, 9:30a.m. to 4:30p.m., with an hour for lunch, and two short breaks, or half day arbitrations 9:30 to 12:30 or 1:30 to 4:30 unless otherwise agreed.

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Party \_\_\_\_\_ Attorney \_\_\_\_\_

Date \_\_\_\_\_

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