

Pre-hearing Checklist

The following is a guideline designed to aid the parties to formulate procedures and rules that will aid the Arbitrator and will simplify and expedite the hearing.

1. Case caption and docket #: _____

2. Names and addresses of parties and/or principals: _____

3. Counsel for Plaintiff:
 - a. Name and firm _____
 - b. Address _____
 - c. Phone and Fax _____
 - d. Email address _____
4. Counsel for Defendant:
 - a. Name and firm _____
 - b. Address _____
 - c. Phone and Fax _____
 - d. Email address _____
5. Counsel for 3rd Party(ies):
 - a. Name and firm _____
 - b. Address _____
 - c. Phone and Fax _____
 - d. Email address _____
6. Nature of dispute _____

7. Estimated length of hearing _____

8. Names of anticipated witnesses:

Plaintiff

Defendant

_____	_____
_____	_____
_____	_____

9. Expert witnesses Yes No

If yes, will expert reports be submitted? Yes No

10. Will standard Arbitration Rules & Procedures apply? Yes No

If no, what rules and procedures will apply? _____

_____.

11. Will there be any stipulations as to law or fact? Yes No

12. Will there be Offers of Proof? Yes No

13. What type of decision is requested?

Simple Verdict – Plaintiff x \$ Defendant

Summary Decision – short description of the basic findings and rulings that underlie the decision.

Detailed Decision – complete findings and rulings and full discussion of the law and evidence underlying the decision.

14. Please detail any other requests, agreements, or issues that the Arbitrator should consider prior to hearing.

_____.

15. Parties are requested to pre-mark and exchange exhibits.
16. In order to expedite the hearing, it is requested that relevant pleadings, orders and stipulations together with any special requests be submitted to R-N, LLC at least two weeks prior to hearing.

Arbitrator: _____