

General Instructions and Information for Filing and Replying to Arbitration Requests

1. Arbitration requests must be typewritten and submitted with **the original and 8 copies**. If you are a member of the public, you need only submit the original.
2. The Secretary will forward the request to a grievance tribunal. The grievance tribunal reviews the form of the request and other administrative matters. If the grievance tribunal finds the matter is the type of case that the association may arbitrate, the grievance tribunal will direct the Secretary to schedule a hearing before a hearing panel. If the grievance tribunal finds the request is lacking in form or is not, as alleged, the type of case the association may arbitrate, the grievance tribunal will direct the Secretary to return the request to you with information regarding the procedures by which you may appeal the grievance tribunal's decision.
3. If the grievance tribunal forwards the request to a hearing, the respondent will have fifteen (15) days after receiving a copy of the request to reply. A copy of any reply will be sent to you and the hearing panel.
4. The secretary will notify the parties of the date and place of the hearing at least twenty-one (21) days in advance. The notice will include an outline of procedure for the hearing.
5. The parties may be accompanied by legal counsel. You must send notice of your intention to be accompanied by counsel to all other parties and to the Secretary at least fifteen (15) days before the hearing. Failure to provide timely notice may result in a continuance of the hearing. It is the responsibility of the parties to keep their counsel informed of all proceedings and documentation.
6. It is the responsibility of each party to arrange for witnesses to be present at the hearing. You must send notice of your intention to have witnesses to all other parties and to the Secretary at least fifteen (15) days before the hearing. Failure to provide timely notice may result in a waiver of the right to call the witness or a continuance of the hearing as determined by the Hearing Officer.
7. The Secretary will provide the parties with a list of potential hearing panel members prior to the hearing. Within ten (10) days from the date the list is mailed to the parties, either party may file with the Secretary a written request for disqualification of any potential member of the hearing panel if the potential member:
 - a. is related by blood or marriage to a party;
 - b. is an employer, partner, or employee, or in any way associated in business with a party;
 - c. is a party to the hearing, or a party or a witness in another pending case involving complainant or respondent; or
 - d. may not be able to render an impartial decision, as determined by the Hearing Officer.
8. The parties may not discuss the case with any member of the hearing panel, an appeal panel outside the proceedings.
9. An arbitration hearing may not proceed in the absence of a complainant, but may proceed in the absence of a respondent.