

Date: _____

File or reference number (if any): _____

Contact Name, email, telephone and relationship to case: _____

1. Claimant

Name: _____

Firm/Organization: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Claimant's Counsel (if any)

Name: _____

Firm/Organization: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

2. Respondent

Name: _____

Firm/Organization: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Respondent's Counsel (if any)

Name: _____

Firm/Organization: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

3. Matters in dispute _____
(Provide a brief description or attach a Statement of Claim)

4. Estimate of amount claimed _____
if not available provide the value of what is in issue in the dispute. If the claimant cannot estimate this value, reason must be explained: _____

5. What is the remedy being sought? _____

6. Tribunal: One or Three arbitrators? _____

7. Name of the arbitrator(s) if agreed _____

8. We require assistance in selecting/appointing an arbitrator(s) and call for the following qualifications
(Please see fees below) _____

9. Proposed language of the arbitration _____

10. The seat of the arbitration _____

Please append the following (electronically):

- a) a copy of the arbitration clause or agreement between the parties; and
- b) a copy of the contract(s) (if any) related to the dispute.

Select and Appoint: On request and receipt of the appropriate fee, ADRIC will provide a list (electronically) of three or more qualified practitioners within five business days, along with the candidates' biographies and fees. Each party may eliminate any candidate(s), rank the remainder and return the list to ADRIC. ADRIC issues an appointment letter.

You can search for arbitrators at no charge via our online directory: [ADR Connect](#)

Fees for Select and Appoint:

List of 5 arbitrators: \$600 plus \$250 for each arbitrator appointed
 List of 10 arbitrators: \$1000 plus \$250 for each arbitrator appointed
 List of 15 arbitrators: \$2000 plus \$250 for each arbitrator appointed
 Additional names, if needed: 5 - \$500; 10 - \$750; 15 - \$1000

List only:

List of 5 arbitrators: \$600
 List of 10 arbitrators: \$1000
 List of 15 arbitrators: \$2000
 Additional names, if needed: 5 - \$500; 10 - \$750; 15 - \$1000

Fees must be paid in advance of service. There is a minimum non-refundable search fee of \$600.

Please note: Arbitrators set their own fees (generally an hourly or daily rate) based on their experience, skill, and on the matters in dispute. It is recommended that the parties discuss these fees with the arbitrator before proceeding with the process.