

### Arbitrator/Mediator Referrals and Select and Appoint Services

On request and receipt of the appropriate fee, ADRIC will provide an electronic list of three or more qualified practitioners within five business days, along with the candidates' biographies and fee schedules. If the parties are not able to agree on one of the professionals, each party may rule out any candidate(s), rank the remainder and return the list to ADRIC. ADRIC will then select the highest ranking from the list and issue an appointment letter, copying the parties and their counsel.

To request this service, please submit the completed form to ADRIC via [admin@adric.ca](mailto:admin@adric.ca) or mail/courier (see address below) or fax: 416-901-4736.

Today's Date: \_\_\_\_\_

File or reference number (if any): \_\_\_\_\_

Contact Name, email, telephone and relationship to case: \_\_\_\_\_

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#### 1. Claimant

Name: \_\_\_\_\_

Firm/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### 2. Claimant's Counsel (if any)

Name: \_\_\_\_\_

Firm/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

#### 3. Respondent

Name: \_\_\_\_\_

Firm/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**4. Respondent's Counsel (if any)**

Name: \_\_\_\_\_

Firm/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

5. Services required:                     Arbitration                     Mediation

6. Tribunal: One or Three professionals? \_\_\_\_\_

7. Please provide a list of \_\_\_\_ (#) professionals (see fees below)

8. ADRIC designation required?     C.Arb                     Q.Arb  
    C.Med                     Q.Med                    [Learn more about ADRIC designations](#)

9. Minimum years experience required \_\_\_\_\_

10. Matters in dispute \_\_\_\_\_  
(e.g.: brief description including type of case commercial, construction, contract, family, condominium, etc).

11. The seat of the arbitration/ location of the mediation \_\_\_\_\_

12. The language of the arbitration/mediation \_\_\_\_\_

**Fees** (Must be paid in advance of service. Fees shown do not include HST. Please add 13% HST to your payment.)

**Select and Appoint:**

- List of 3 professionals: \$500
- List of 5 professionals: \$600
- List of 10 professionals: \$1000
- List of 15 professionals: \$2000

**Referral List only:**

- List of 5 professionals: \$500
- List of 5 professionals: \$600
- List of 10 professionals: \$1000
- List of 15 professionals: \$2000

Plus \$250 for each arbitrator appointed

Additional names, if needed: 5 - \$500; 10 - \$750; 15 - \$1000

*There is a minimum non-refundable search fee of \$500.*

*Please note: Arbitrators set their own fees (generally an hourly or daily rate) based on their experience, skill, and on the matters in dispute. ADRIC will provide the arbitrators' fee schedules and recommend that the parties discuss these fees with the arbitrator before proceeding with the process.*