

SAMPLE
PRE-ARBITRATION CONFERENCE AGENDA

1. Brief description of the Parties' positions on the disputed issues.
2. Schedule exchange of documents between parties.
3. Schedule exchange of Witness Lists, if there are to be witnesses.
4. Schedule exchange of any other information, including any experts' reports, if any.
5. Agreements regarding discovery and discovery cut-off.
6. Realistic evaluation of the length of the case for each side.
7. Schedule the exchange of Pre-Hearing Briefs, exhibits.
8. Schedule for the Hearings (please bring your calendar) - dates, times, place.
9. Whether or not the Parties desire a court reporter.
10. Procedure for issuing subpoenas, if required.
11. Any other administrative issues the Parties or the Arbitrator may wish to discuss.

It is requested that the Parties acknowledge or object to the Disclosure(s) made by the Arbitrator as soon as possible before the pre-arbitration conference.

If the date or time for the Pre-Arbitration Conference is not convenient, please contact Kelly Bryant at 523-1234 to arrange for an alternate date and time.