

**American Arbitration Association**  
Disaster-Related Business Insurance Claims

**Claim Referral Form**

To refer a potential or existing claim to the American Arbitration Association, please complete information below and forward to the fax number listed at the bottom of this form. We will contact the other party and determine if they are willing to submit the claim to the AAA for resolution.

Procedure Requested:

- Telephonic Mediation       In-Person Mediation  
 Binding Desk Arbitration (Documents only)  
 In-Person Binding Arbitration

Your Business Name: \_\_\_\_\_ Business Type: \_\_\_\_\_

Name of Insurer: \_\_\_\_\_ Total Claim (in dollar amount):\$ \_\_\_\_\_

Nature of Claim: (attach additional sheet if needed) \_\_\_\_\_

If In-Person Option is Selected, please indicate possible site: \_\_\_\_\_

*We agree that, if binding arbitration is selected, we will abide by and perform any award rendered hereunder and that a judgment may be entered on the award. We agree that, for any process selected, that we will abide by the Supplemental Rules and will endeavor to expedite this process.*

**Company we should contact:**

\_\_\_\_\_  
Name of **Claimant**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone    Fax

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Name of Attorney or Representative (if applicable)

\_\_\_\_\_  
Name of firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone    Fax

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of **Insured or Insurance Company**

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Phone    Fax

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Name of Attorney or Representative (if applicable)

\_\_\_\_\_  
Name of firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Telephone    Fax

\_\_\_\_\_  
E-mail

Please send a signed copy of this form to the  
**American Arbitration Association**, ATTN: Bob Matlin  
225 N. Michigan Avenue, Suite 1840, Chicago, IL 60601  
**Fax** to 312.819.0404 or **call** 312.616.6560