



The American Arbitration Association Management Conference Guide

Case Name: _____ Case Number: _____

Date: _____ Time: _____

Arbitrator: _____

Administrator: _____

We provide this worksheet only as a guide. The Parties or the Arbitrator may not require that all items be incorporated into the schedule, nor are they precluded from adding items or amending them as they deem appropriate.

1. Hearing on the Merits:

The parties and the Arbitrator should consider scheduling all necessary hearing dates at this time.

Date(s): _____ Time: _____ a.m. p.m.

Location: _____

Approximate number of attendees at the hearing: _____.

2. Pre-Hearing Mediation Attempt:

If at any time the parties wish to attempt mediation, your case manager can locate and schedule a mediator for your case. In order to preserve dates, your arbitrator should calendar a date on which the parties can attempt pre-hearing mediation.

The parties should contact the AAA if they are in agreement to explore the option of mediation at any point in time.

3. Specification of Claims and Counterclaims:

Claims: Deadline to Specify: _____ Response: _____

Counterclaims: Deadline to Specify: _____ Response: _____

4. Date for Identification and Exchange of Witnesses:

Claimant: _____ Respondent: _____

5. Exchange of Documents/Discovery:

The parties may agree to utilize the [AAA Discovery Protocols](#).

Discovery Requests Due By: _____

Discovery Responses Due By: _____

Depositions Completed By: _____

Discovery Completed By: _____

Discovery Disputes:

In the event the parties encounter any issues related to discovery, the standard procedure for resolving such disputes shall be:

6. Stipulations of Uncontested Facts (If Any):

Date: _____

7. Advanced Exchange of Identification of Exhibits:

Date: _____

Number of Copies to be made and brought to the hearing: _____

Each proposed exhibit shall be pre-marked for identification and sufficient copies brought to the hearing for the arbitrator(s). It is suggested that the parties attempt to create a joint exhibit notebook. Please be advised that the AAA does not need a copy of the parties' exhibits.

8. Communication:

OPTION 1 (All Communications to AAA for Transmittal to Arbitrator(s))

Any and all documents to be filed with or submitted to the Arbitrator(s) outside the hearing shall be provided to the AAA for transmittal to the Arbitrator(s). Copies of said documents shall also be sent to the opposing party(s). There shall be no direct oral or written communication between the parties and the Arbitrator(s), except at oral hearings.

OPTION 2 (Direct Exchange)

The parties agree to participate in Direct Exchange. Provided there is no ex parte communication with the Arbitrator(s), the parties may communicate directly with the Arbitrator(s) by submitting documents to the Arbitrator(s) and also sending copies to the other party(s) and to the AAA (except for hearing exhibits and discovery documents). Email submission of documents and email requests for action by the Arbitrator(s)

are allowed, provided that the AAA and all parties also receive copies. There shall be no direct oral or written communication between the parties and the Arbitrator(s) except as contemplated by this Order. Any communication to the Arbitrator(s) shall be copied to the AAA.

9. Cybersecurity/Privacy:

Having reviewed the *AAA-ICDR Best Practices Guide for Maintaining Cybersecurity and Privacy* and discussing what specific precautions might be required with regard to cybersecurity, privacy, and data protection in order to ensure an appropriate level of security for this case, the following measures shall be implemented:

10. Court Reporter:

Pursuant to the rules, any party desiring a stenographic record shall make arrangements directly with a stenographer and shall notify the other party(s) and the AAA of these arrangements at least **three days in advance of the hearing**. The requesting party or parties shall pay the cost of the record. If the transcripts agreed by the parties, or determined by the arbitrator to be the official record of the proceeding, it must be provided to the arbitrator and made available to the other parties for inspection, at a date, time, and place determined by the arbitrator.

YES NO TO BE DETERMINED

Requested by: Claimant Respondent Both Parties

11. Form of Award:

Pursuant to the rules, a reasoned opinion is required unless the parties agree otherwise. If a findings of fact and conclusion of law is required or requested, the parties may want to consider a deadline for the exchange of proposed awards between the parties and submission of proposed awards to the arbitrator.

12. Additional Management Conference Call:

YES NO

Date: _____ Time: _____

13. Other Issues Discussed:
