



Name:	Date:
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HEARING LOCATION:

Arbitrators may designate the hearing location. Please indicate your preferred hearing location below. If you select your office, please include the office address.

DELIVERY OF HEARING MATERIALS:

Arbitrators may designate how they would like to receive hearing materials. This information will be provided to the parties on the Notice of Hearing. Please indicate your preference below.

NOTE: You may only select one of the options below.

- | | | | | |
|--|-----|---------------|--------------------|---------------------------------|
| Email | Fax | U.S. Mail | Brought to Hearing | Personal Delivery |
| Uploaded to Panelist eCenter®/AAA WebFile® | | | U.S. Mail or Email | U.S. Mail or Brought to Hearing |
| Email or Brought to Hearing | | No Preference | | |

SPECIAL DIRECTIVE:

An arbitrator may also designate a special directive to the parties, such as when hearing materials should be received. (Ex. Please provide hearing materials at least two business days prior to the scheduled hearing.) This directive will be provided to the parties on the Notice of Hearing. If you would like to include a directive, please state the directive below.

Please return this form to Kelly Baker by email at KellyBaker@adr.org, by fax to 612-342-2334 or by U.S. Mail to American Arbitration Association, U.S. Bank Plaza, 200 S. 6th Street, Suite 700, Minneapolis, MN 55402.