

Arbitrator:

Phone: _____ Bar #: _____

Date: _____

Dear Counsel/Parties:

On _____, I was appointed by the court to serve as an arbitrator in this case. To expedite matters, please do the following:

1. Provide me with a stipulated series of two or three dates on which the arbitration hearing could be held. These dates should be within 60-100 days of the date of appointment listed above. Please remember that the action can be dismissed if the arbitration is not timely completed. If I do not receive stipulated dates within 10 days, I will choose a hearing date.
2. Review the Arizona Rules of Civil Procedure, Rules 72-77, paying special attention to the provision concerning witnesses and documentary evidence. Witnesses should be held to a minimum. Documentary evidence should be received on stipulation whenever possible. In addition, please try to stipulate on all undisputed facts, limitation of issues and other matters as appropriate.
3. Please submit pre-hearing memoranda at least two business days before the hearing. The memoranda should conform to the requirements of Rule 75(c), and, preferably, should not be more than five pages per side unless the case is particularly complex. Provide me with copies of all exhibits at least two business days before the hearing.
4. Most arbitration hearings can be completed in two hours with each side taking no more than an hour. If you require more time than that, let me know *before* the hearing is scheduled.
5. Rule 74(c) requires that I rule on most motions. Please file all motions with the Clerk of the Court and copy me. If there is a dispute as to whether I should hear and rule on it or the court should, let me know and we can discuss that issue telephonically.
6. If the case settles, please let me know in a timely manner and submit a Stipulation and Order to the assigned trial division (copying me on same).

Sincerely,