Dear Colleagues,

I am the arbitrator appointed to hear this case. We are scheduled shortly for a preliminary hearing conference call.

The call is set for:

The call-in instructions are as follows:

I have attached the form scheduling order that I typically use. I understand that one size does not fit all and that you may have other issues to be decided preliminarily, or that this case may have special considerations that might dictate timelines different from the ones suggested here. And, there may be certain aspects of this form that do not apply at all.

I would suggest that counsel for Claimant contact counsel for Respondent as soon as possible before the preliminary hearing conference and generally review this form order. Please discuss how to handle any preliminary issues that might exist, how long you think the case will take to present at final hearing and how long you will need to get the case ready. If discovery is applicable to this case please consider that issue and what agreement you can reach on the scope and extent. During our call together I generally work through this form and insert agreed dates.

Please remember that the AAA makes a concerted effort to have cases decided within one year of the demand being filed. I understand that there may have been delays in some cases because of other issues, but please keep this goal in mind as you discuss the timelines.

I look forward to working with you on this case.

Thanks,

Michael Chambers

Arbitrator