

QUICK REFERENCE TO ARBITRATORS:

Re: Arbitration Dos and Don'ts

Dear Arbitrator:

In an effort to remind Arbitrators of Court policy regarding Arbitration, please see the following dos and don'ts:

DOS

- ! Please remember to send all Awards to James Quinlan (Arbitration Clerk) via pdf @ ADR@njd.uscourts.gov.
- ! Include ALL parties listed on the docket sheet on the Award.
- ! Please use the Arbitration Award form provided by the Court when case is assigned. This form is located under the "Arbitrations Forms" hyperlink.
- ! Provide a "Statement in Support" with each Arbitration Award. Please convert this to a pdf and attach it with the submitted Arbitration Award to the email listed above.
- ! Inform James Quinlan (Arbitration Clerk) of any continuances issued within the 30 days allotted to the Arbitrator.

DON'TS

- ! Issue Awards or any information regarding the Award at the hearing or over the phone.
- ! File Awards electronically on the docket.
- ! Continue hearings past 30 days of the original hearing date without Court approval.

Thank you for your continued cooperation and continued service to the Court.

Very truly yours,

CLERK, U.S. DISTRICT COURT

By: James J Quinlan
Deputy Clerk