



REPORT OF PRELIMINARY TELEPHONE MANAGEMENT HEARING FOR FAST TRACK ARBITRATION

Preliminary Hearing Scheduling Order # _____ Case # _____

Pursuant to the American Arbitration Association's Fast Track Procedures of the Construction Industry Arbitration Rules, as Amended and Effective July 1, 2015, a Preliminary Management Hearing was held on _____, before Arbitrator _____.
Participating in the preliminary management hearing were _____.

By agreement of the parties and Order of the Arbitrator, the following is now in effect:

1. Claim amounts identified as: Claim _____

Counterclaim _____

Itemization of claims and counterclaims shall be filed with the AAA on or before _____.

APPLICABLE SECTION OF THE RULES:

F-4. (a) Changes of Claim or Counterclaim: A party may increase or decrease the amount of its claim or counterclaim up to 7 calendar days prior to the first scheduled hearing. (b) After the arbitrator is appointed no new or different claim or counterclaim may be submitted without the arbitrator's consent.

2. Not later than _____, the parties shall exchange all copies of (or, when appropriate, make available for inspection) all exhibits to be offered and all schedules, summaries, diagrams and charts to be used at the hearing and itemized claims and counterclaims. Each proposed exhibit shall be pre-marked for identification using the following designations:

| PARTY | EXHIBIT # | TO | EXHIBIT # |
|-------|-----------|-------|-----------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

The parties shall attempt to agree upon and submit a jointly prepared consolidated and comprehensive set of joint exhibits.

Copies of the exhibits shall be provided to the arbitrator at the hearing. The Association does not require a set of exhibits for our files.

APPLICABLE SECTIONS OF THE RULES:

F-8. Exchange of Information: At least 5 business days prior to the hearing, or no later than the date established by the arbitrator, the parties shall exchange directly between themselves copies of all exhibits, affidavits and any other information they intend to submit at the hearing.

3. Not later than _____, the parties shall serve and file a disclosure of all witnesses reasonably expected to be called at the hearing. The disclosure of witnesses shall include the full name of each

witness and a short summary of anticipated testimony. If certain required information is not available, the disclosure shall so state.

APPLICABLE SECTIONS OF THE RULES:

F-8. Exchange of Information: At least 5 business days prior to the hearing, or no later than the date established by the arbitrator, the parties shall identify all witnesses they intend to call at the hearing.

4. 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:

[[describe cybersecurity/privacy measures]]

5. The hearings in this matter will commence before the Arbitrator at _____ on _____ at _____ m. The parties estimate that this case will require _____ days of hearing time, inclusive of arguments.

APPLICABLE SECTIONS OF THE RULES:

F-1. Proceedings on Documents: Where no party’s claim exceeds \$25,000, exclusive of interest, attorneys’ fees and arbitration costs, the dispute shall be resolved by submission of documents, unless any party requests an oral hearing, or the arbitrator determines that an oral hearing is necessary. The arbitrator shall establish a fair and equitable procedure for the submission of documents, as set forth in the D-Procedures of the Rules.

F-12. Time Standards: The hearing shall be closed no later than 45 calendar days after the date of the preliminary telephone conference, unless all parties and the arbitrator agree otherwise and such agreement is memorialized by the arbitrator prior to the expiration of the initial 45 day period. Such report shall include the reason for the extension of the time.

6. The following documents, if any, are to be sent directly to the Arbitrator:

Please send the above documents to the Arbitrator at:

7. Any and all documents to be filed with or submitted to the arbitrator outside the hearing shall be given to the AAA Case Manager for transmittal to the Arbitrator, unless otherwise stated in this order. COPIES OF SAID DOCUMENTS SHALL ALSO BE SENT SIMULTANEOUSLY TO THE OPPOSING PARTY(S). There shall be no direct oral or written communication between the parties and the Arbitrator, except at oral hearings and as noted herein.

8. All deadlines stated herein shall be strictly enforced. After such deadline, the parties may not file such motions except with the permission of the Arbitrator, good cause having been shown.

9. This order shall continue in effect unless and until amended by subsequent order of the Arbitrator.

Dated

Arbitrator’s Signature