



Date:			
Name of Party #1: Check applicable box: Party #1 is    Union or    Employer		Name of Party #1 Representative:	
Contact Person:		Name of Firm (if applicable):	
Address:		Representative's Address:	
City:		City:	
State:	Zip Code:	State:	Zip Code:
Telephone:		Telephone:	
Fax No.:		Fax No.:	
Cell Phone:		Cell Phone:	
Email Address:		Email Address:	
Additional Email(s) to be copied on correspondence:		Additional Email(s) to be copied on correspondence:	
Signature for Party #1:		AAA should communicate with Party #1 by: Email    Fax    Mail	
This signed document confirms the parties' agreement to utilize the American Arbitration Association for the administration of their dispute as referenced below. This submission is being filed with the AAA's Labor Case Management Office in			
Service Requested:    Full Administration    List with Appointment    List Only    Grievance Mediation			
The parties request that hearings be held at the following location:			
Nature of Grievance:    Discharge    Suspension    Other Discipline    Contract Interpretation    Other Describe:			
Name of Grievant(s) (if applicable):			
Remedy Sought:			
Name of Party #2: Check applicable box: Party #2 is    Union or    Employer		Name of Party #2 Representative:	
Contact Person:		Name of Firm (if applicable):	



Address:		Representative's Address:	
City:		City:	
State:	Zip Code:	State:	Zip Code:
Telephone:		Telephone:	
Fax No.:		Fax No.:	
Cell Phone:		Cell Phone:	
Email Address:		Email Address:	
Additional Email(s) to be copied on correspondence:		Additional Email(s) to be copied on correspondence:	
Signature for Party #2:		AAA should communicate with Party #2 by: Email    Fax    Mail	

**AAA Customer Service can be reached at 800-778-7879.**

**REMINDERS:** Send a copy of this form to the other side at the time it is forwarded to the AAA. Please reference appropriate fees pursuant to the fee schedule outlined in the Labor Rules. You can file your case online by visiting the AAA's website at [www.adr.org](http://www.adr.org). Please select "AAA Webfile" from the list of side menu options. **You may also wish to visit our website for a complete list of our administrative services and procedures, including our Grievance Mediation Procedures, Expedited Procedures, List Only Service and List with Appointment. Your case manager can also provide additional information.**