



DISASTER RECOVERY CLAIMS RESOLUTION SERVICES MEDIATION SUBMISSION FORM

Name of Insured			Name of Representative (if known)		
Address			Name of Firm (if applicable)		
			Representative's Address		
City	State	Zip Code	City	State	Zip Code
Phone No.		Fax No.	Phone No.		Fax No.
Email Address:			Email Address:		

The parties agree to submit this matter in accordance with the Disaster Recovery Claims Mediation Procedures of the American Arbitration Association. All cases will be handled by the AAA's Central Case Management Center located in Dallas, TX. The written submission, filed by the Insurance Company, should be sent to:

Tracey Hegeman, Assistant Vice President,
American Arbitration Association,
13455 Noel Road, Suite 1750, Dallas, Texas.
Contact information: HegemanT@adr.org
Phone. 800.426.8792; Fax. 972.490.9008

An Insurer may also file electronically using AAWebFile[®], available at www.adr.org, together with the appropriate case filing fees. (See below for information on Administrative Fees and Mediator Compensation.)

Please indicate Policy Number Claim Number (check one) _____

DAMAGE INCURRED:

CLAIM OR RELIEF SOUGHT (amount, if any):

If an in-person mediation session is requested, please indicate the locale: _____

Signature (may be signed by a representative)		Date:	Name of Representative		
Name of filing Insurance Company			Name of Firm (if applicable)		
Address (to be used in connection with this case)			Representative's Address		
City	State	Zip Code	City	State	Zip Code
Phone No.		Fax No.	Phone No.		Fax No.
Email Address:			Email Address:		

To begin proceedings, the Insurance Company should send two copies of this Submission, the agreement of the parties to mediate, and the filing fee as stated below, to the AAA. Send the original Submission to the insured.

Case filing fee for Home Owner Disputes:

\$50 direct appointment of Mediator **OR** \$100 for submission of a list of mediators for selection

Mediators Compensation: \$250 for a two-hour telephonic or email conference **OR** \$350 for two-hour in person conference

Case filing fee for Business Disputes less than \$75,000

\$100 direct appointment of Mediator **OR** \$150 for submission of a list of mediators for selection

Mediators Compensation: \$250 for a two-hour telephonic or email conference **OR** \$350 for two-hour in person conference.

AAA Customer Service can be reached at 800.778.7879