



American Arbitration Association

Dispute Resolution Services Worldwide

AAA® Judicial Settlement Conference Service (JSCS)

Required items are indicated with an asterisk (*)

After completing and saving the form, send it to the AAA and the opposing party/parties by email at **casefiling@adr.org**; by fax at **1.877.304.8457**, or by mail to **American Arbitration Association, Case Filing Services, 1101 Laurel Oak Road, Suite 100, Voorhees, NY 08043**. Questions: Email **AAAJudicialSettlement@adr.org**.

* Name of Party 1 _____
 (Company, Organization, or Person's Name if an individual.)

* Email Address: _____

* Confirm Email Address: _____

* Address Line 1: _____
 Address Line 2: _____
 Address Line 3: _____

* City: _____

* State: _____ * Zip Code: _____

* Telephone: _____ Fax: _____

* Name of Party 2 _____
 (Company, Organization, or Person's Name if an individual.)

* Email Address: _____

* Confirm Email Address: _____

* Address Line 1: _____
 Address Line 2: _____
 Address Line 3: _____

* City: _____

* State: _____ * Zip Code: _____

* Telephone: _____ Fax: _____

Representative Information (if applicable)

Select "YES" if Self-Represented: Yes

Name: _____

Firm (if applicable): _____

Email Address: _____

Confirm Email Address: _____

Address Line 1: _____
 Address Line 2: _____
 Address Line 3: _____

City: _____

State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Representative Information (if applicable)

Select "YES" if Self-Represented: Yes

Name: _____

Firm (if applicable): _____

Email Address: _____

Confirm Email Address: _____

Address Line 1: _____
 Address Line 2: _____
 Address Line 3: _____

City: _____

State: _____ Zip Code: _____

Telephone: _____ Fax: _____

* Name of Person Filing: _____

* Please indicate the category that best describes the nature of the dispute:

Commercial Construction Employment Other (Specify) _____

* Does this matter involve more than two parties? Yes No
 (If "Yes", the AAA will contact you to obtain the additional party's/parties' information.)

* Requested JSCS Locale (City & State)

* Have parties mutually agreed to a JSCS Judge? Yes No

If "Yes" enter name of JSCS Judge:

* Summary of Dispute:

Claim of Relief Sought: (amount, if any) _____

Amount Enclosed \$_____. There is a \$250.00 fee to initiate a Judicial Settlement Conference or to request the AAA to invite parties to participate in a Judicial Settlement Conference.

* Allocation of Costs: _____ % Party 1 _____ % Party 2

If you are using Acrobat Reader 8.0 or higher, you should be able to save the form once completed. Please save the form BEFORE navigating away from it or your data will be lost.