Case #\_\_\_\_\_\_\_\_\_\_\_Case Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pursuant to the American Arbitration Association’s Expedited Procedures of the Commercial

Arbitration Rules, as Amended and Effective June 1, 2009, a preliminary telephone conference was

held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, before Arbitrator \_\_\_Arbitrator name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Participating in the preliminary telephone conference 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: E-2. Changes of Claim or Counterclaim: A claim or counterclaim may be increased in amount, or a new or different claim or counterclaim added, upon the agreement of the other party, or the consent of the arbitrator. After the arbitrator is appointed, however, no new or different claim or counterclaim may be submitted except with 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 AAA does not require a set of exhibits for our files.

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 SECTION OF THE RULES:

E-5. Exchange of Exhibits: At least two business days prior to the hearing, the parties shall exchange copies of all exhibits they intend to submit at the hearing. The arbitrator shall resolve disputes concerning the exchange of exhibits.

4. 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:

E-6. Proceedings on Documents: Where no party’s claim exceeds $10,000, 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.

E-7. Date, Time and Place of Hearing: In cases in which a hearing is to be held, the arbitrator shall set the date, time, and place of the hearing, to be scheduled to take place within 30 days of confirmation of the arbitrator's appointment.

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

Please send the above documents to the Arbitrator at:

6. Any and all documents to be filed with or submitted to the arbitrator outside the hearing shall be given to the AAA 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.

7. 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.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Arbitrator’s Name