

Supplemental
Arbitration Pre-Trial Procedures
for
All Attorneys and Litigants
Effective May 22, 2023

Prior to the Monthly Status Call Day

- **NO Clerks or Clerking Services may set Pre-Trial dates, prior to the Status Call**

On the Monthly Status Call Day

- **All Pre-Trials will be set by the Arbitrator at the Monthly Status Call**
- Dates and times will be sequenced by CompFile
- Pre-Trials are heard from 9 to 5, with scheduled breaks determined by the Arbitrator
- No more than 20 Pre-Trials will be set per hour

On the Pre-Trial Day

- Pre-Trials will begin at the top of each hour, in sequence, e. g. 1 to 20, 1st hour
- Parties must proceed to assigned breakout room upon entering the Webex meeting
 - **Sequence Number equals Room Number**
- Arbitrator will advise when you can leave the breakout room
 - Be on the lookout for Broadcast Messages
- Move into your breakout room with your opponent
 - Get down to business, discuss your case
 - This is an opportunity to discuss the case, **NOT** fight
 - Try and resolve your issues
- **Abusive language will not be tolerated**
- Do not summarize your entire case at the Pre-Trial, just speak to the issues for which you and your opponent need assistance from the Arbitrator
- If needed, tell the Arbitrator that you must go to Trial, and why

Prior to the Trial Day

- A Stip sheet need not be sent to the Arbitrator before the Trial date
- If the matter will not proceed on the set date, notify the Arbitrator no less than 48 hours in advance and send a copy of any correspondence to your opponent