

Arbitrator:

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

Phone: \_\_\_\_\_ Bar # \_\_\_\_\_

Dear Counsel:

On \_\_\_\_\_, I was appointed by the court to serve as arbitrator in this case. To expedite matters, please do the following:

1. Provide me with a stipulated series of dates on which the arbitration hearing could be held. None of those dates should be later than allowed by the Arbitration Rules. Please remember that the action can be dismissed under Rule 38.1, Arizona Rules of Civil Procedure if the arbitration is not timely completed.
2. Please read the Arizona Rules of Civil Procedure, Section IX and pay special attention to the provision concerning witnesses and Documentary evidence. Witnesses should be held to a minimum. Documentary evidence should be received on stipulation whenever possible. In addition, please try to stipulate on all undisputed facts, limitation of issues and other matters as appropriate.
3. Please provide me with copies of all exhibits at least two business days before the hearing. I will try to read the exhibits before the hearing. Also, at least two business days before the hearing, I would appreciate brief memoranda (no more than five pages per side) outlining your positions in the arbitration.
4. Most arbitration hearings can be completed in two hours with each side taking no more than an hour. If you require more time than that, please let me know as quickly as possible.
5. Once the hearing has been scheduled, and if an interpreter is needed for any party or witness. Please contact the Arbitration Department (602-506-3850) at least 3 weeks prior to the hearing date to request an interpreter. Please keep in mind, if you do not request an interpreter at least 3 weeks prior to the hearing, an interpreter may not be available for the hearing.

Thank you for your courtesy and cooperation.

Arbitrator:

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

Phone: \_\_\_\_\_ Bar # \_\_\_\_\_

SUPERIOR COURT OF ARIZONA  
IN MARICOPA COUNTY

	)	
	)	
	)	
	)	CV
vs.	)	NOTICE OF ARBITRATION HEARING
	)	
	)	<b>ATTENTION: If an interpreter is needed for</b>
	)	<b>any party or witness. Please contact the</b>
	)	<b>Arbitration Department at (602-506-3850) at</b>
	)	<b>least 3 weeks prior to the hearing date to</b>
	)	<b>request an interpreter. Please keep in mind,</b>
Defendant,	)	<b>if you do not request an interpreter at least 3</b>
	)	<b>weeks prior to the hearing, an interpreter</b>
_____	)	<b>may not be available for the hearing.</b>

The arbitration hearing in this matter is set for the \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_ at \_\_\_\_ o'clock (a.m./p.m.). The hearing is to be  
held at the following location:

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Arbitration

Original E-filed through [www.azturbo court. gov](http://www.azturbo court. gov)

Copies mailed this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_ to:

1. Plaintiff(s)
2. Defendant(s)



