

Arbitrator:

Phone: _____ Bar # _____

Dear Counsel/Party:

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

1. Provide 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 kept to a minimum. Documentary evidence should be received on stipulation whenever possible. In addition, please try to stipulate on all undisputed facts, limitations 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 review 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 at 602-506-1497 or email civilarbitration@jbazmc.maricopa.gov at least three 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, it may not be possible to provide one.

Thank you for your courtesy and cooperation.

Arbitrator: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Arbitrator's Bar Number: _____

SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY

Plaintiff/Party A

Case Number: _____

NOTICE OF ARBITRATION HEARING

Defendant/Party B

Assigned to the Hon. _____

The arbitration hearing in this matter is set for _____ at _____. The hearing is to be held at the following location:

- Virtual meeting link: _____
 Physical address: _____

Date

Arbitrator's Signature

Attention: If an interpreter is needed for any party or witness, contact the Arbitration Department at civilarbitration@jbazmc.maricopa.gov at least three weeks prior to the hearing date to request an interpreter.

Original E-filed through <https://efile.azcourts.gov>

Copies mailed on _____ to:

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

Arbitrator: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Arbitrator's Bar Number: _____

SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY

Plaintiff/Party A

Case Number: _____

NOTICE OF DECISION OF
ARBITRATOR

Defendant/Party B

Assigned to the Hon. _____

As Arbitrator for this case, I find in favor of _____ in the amount of \$I find that _____ is the prevailing party. _____ shall submit to me a proposed form of award, an affidavit in support of attorney's fees, if attorney fees are recoverable, and a verified statement of costs. Copies shall be served by mail or delivered to all parties within 15 days from the date of this notice.

Date

Arbitrator's Signature

Original E-filed through <https://efile.azcourts.gov>
Copies mailed on _____ to:
1. Plaintiff(s)
2. Defendant(s)

Arbitrator: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Arbitrator's Bar Number: _____

SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY

Plaintiff/Party A

Case Number: _____

WAIVER OF RIGHT TO APPEAL
ARBITRATION AWARD

Defendant/Party B

Assigned to the Hon. _____

Pursuant to Rule 77(e), Arizona Rules of Civil Procedure, the parties stipulate that the award entered by the Arbitrator shall be binding upon the parties.

Date

Plaintiff's Signature

Date

Defendant's Signature

Date

Arbitrator's Signature

Original E-filed through <https://efile.azcourts.gov>

Copies mailed on _____ to:

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

Arbitrator: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Arbitrator's Bar Number: _____

SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY

Plaintiff/Party A

Case Number: _____

ARBITRATOR'S NOTICE OF CASE
STATUS

Defendant/Party B

Assigned to the Hon. _____

On _____, the Arbitrator has been notified the parties have settled and will be filing the appropriate documents with the Court.

As Arbitrator for this case, I have taken the following actions to process this case:

I received the following results: _____

Date

Arbitrator's Signature

Original E-filed through <https://efile.azcourts.gov>

Copies mailed on _____ to:

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

Arbitrator: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Arbitrator's Bar Number: _____

SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY

Plaintiff/Party A

Case Number: _____

ARBITRATION AWARD
(For Plaintiff)

Defendant/Party B

Assigned to the Hon. _____

Pursuant to Rule 76, Arizona Rules of Civil Procedure, an arbitration award is entered as follows:

- (a) Defendant shall pay Plaintiff the amount of \$_____ in damages.
- (b) Plaintiff is hereby awarded \$_____ in attorney's fees if applicable and \$_____ in costs.
- (c) Payment of the foregoing is to be made by _____.
- (d) Interest shall accrue at _____%, the rate provided pursuant to Arizona Revised Statutes, from _____ until paid in full.

Date

Arbitrator's Signature

Original E-filed through <https://efile.azcourts.gov>

Copies mailed on _____ to:

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

Arbitrator: _____
Address (if not protected): _____
City, State, Zip Code: _____
Telephone: _____
Email Address: _____
Arbitrator's Bar Number: _____

SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY

Plaintiff/Party A

Case Number: _____

ARBITRATION AWARD
(For Defendant)

Defendant/Party B

Assigned to the Hon. _____

Pursuant to Rule 76, Arizona Rules of Civil Procedure, an arbitration award is entered as follows:

- (a) Judgment is entered for Defendant in this matter.
- (b) Defendant is hereby awarded \$_____ in attorney' fees if applicable and \$_____ in costs.

Date

Arbitrator's Signature

Original E-filed through <https://efile.azcourts.gov>
Copies mailed on _____ to:
1. Plaintiff(s)
2. Defendant(s)