



**ARIAS•U.S. ARBITRATION SCHEDULING INQUIRY**  
**Sample Letter**

Date -----

Dear -----:

As you may be aware, from time to time parties to an arbitration need to know the schedules of potential candidates for the umpire (or for a neutral role) in an arbitration; however, parties are often unable to obtain this information without simultaneously making contact and thereby providing an improper indication that they are the ones who are nominating the candidate. As a free service to its members to enable them to preserve anonymity in relation to the inquiry, ARIAS•U.S. has established a process allowing the initial contact concerning scheduling (and only scheduling) to come through ARIAS•U.S.

In this connection, ARIAS•U.S. has been asked to determine certain basic information about your upcoming schedule for an arbitration. ARIAS•U.S. is not able to provide you any details of that arbitration, as this is merely an inquiry about your schedule and is not related to any conflict evaluation.

The requesting party has asked us to determine the following:

1) Are you willing to take appointments as [umpire] [neutral arbitrator] in a (re)insurance dispute?

Yes \_\_\_\_ No \_\_\_\_

2) Are you available to hold an in-person organizational meeting during the next \_\_\_\_\_ month or months? (insert number)

Yes \_\_\_\_ No \_\_\_\_

3) Are you available to hold a \_\_\_\_\_-day hearing during the next \_\_\_\_\_ months?  
(insert number) (insert number)

Yes \_\_\_\_ No \_\_\_\_

Please respond to this inquiry by \_\_\_\_\_.

You will notice that we have kept the space for your answers very short. That is because ARIAS•U.S. does not wish to become involved in the details of scheduling. Please do not add commentary beyond the requested inserts.

In asking for this help, the requesting party has confirmed its understanding that (1) ARIAS•U.S. accepts no liability concerning this inquiry, (2) ARIAS•U.S. is not required to retain this information for record-keeping purposes or otherwise, and (3) the requesting parties have waived all rights and remedies against ARIAS•U.S. for providing this free service.

Please respond by the date indicated to [smeier@arias-us.org](mailto:smeier@arias-us.org).

Thank you,

Executive Director  
ARIAS•U.S.