

ARIAS·U.S. ARBITRATION FOR ARBITRATORS: CRADLE TO GRAVE DETAILED AGENDA

Session One: Organizing the Arbitration

- Appointment as Party Arbitrator
 - Preliminary discussions with counsel
 - Review of claim information
 - Consideration of request to serve
- Umpire Selection
 - Role of party arbitrators
 - Considerations for umpire candidate
- Initial Panel Communications
- Arbitrator Disclosures
- Panel Authority to Act (Jurisdiction and Scope of Arbitration)
- Hold Harmless Agreements
- Confidentiality
- Arbitration Schedule
- *Ex Parte* Communications

Session Two: Discovery

- Initial Discovery Schedules and Orders
- Discovery Disputes
 - “Relevance”
 - Burden
 - Privilege
 - Impact on Schedule
- Panel Subpoena Power
- Use of Special Masters
- Discovery Rulings

Session Three: Case Development and Hearing Preparation

- Pre-Hearing Security
- Consolidation of Multiple Arbitrations
- Change in Scope of Proceedings
- Arbitrator Withdrawal
- Stays and Continuances
- Choice of Law
- Dispositive Motions
- Hearing Preparation
 - Hearing Location
 - Designation of Exhibits
 - Designation of Witnesses
 - Scheduling Issues
- Pre-Hearing Briefing

Session Four: Hearing and Completion

- Hearing
 - Record
 - Evidence
 - Power to Compel Appearance of Witnesses
 - Conduct of Counsel and Witnesses at Hearing
- Post-Hearing Briefing
- Award
 - Time Requirements
 - Form of Award
 - Arbitration Costs
 - Punitive Awards
- *Functus Officio* and Requests for Reconsideration
- Confirmation and Execution of Awards