



NASSAU COUNTY BAR ASSOCIATION

T: 516.747.4070
F: 516.747.4147

15th & West Streets
Mineola, NY 11501

info@nassaubar.org
www.nassaubar.org

KEITH J. SORESSI, Esq., Executive Director

GUIDE TO COMMENCING AN ARBITRATION BEFORE THE NASSAU COUNTY BAR ASSOCIATION MEDIATION AND ARBITRATION PANELS

- If you are already a party to an agreement that provides for arbitration of disputes:
 - prepare and sign a demand to arbitrate and serve such on the respondent(s) (who are the other party or parties to the arbitration)
 - submit to the Administrator of the Panel at the Bar Association, a copy of the demand along with proof that you have served the demand on the respondent(s) and provide a copy of the agreement to arbitrate.
 - complete the “Arbitration Submission” form
 - submit the payment of the fees, as provided in the Arbitration Rules

- If you are not a party to an agreement that provides for arbitration of disputes:
 - complete the “Agreement to Arbitrate” form and sign it
 - submit the completed Agreement to Arbitrate form *including the signature of the respondent(s)* (the other party or parties to the arbitration)
 - submit the payment of the fees, as provided in the Arbitration Rules