



NASSAU COUNTY BAR ASSOCIATION

T: 516.747.4070
F: 516.747.4147

15th & West Streets
Mineola, NY 11501

info@nassaubar.org
www.nassaubar.org

TO: Administrator, Nassau County Bar Association Mediation & Arbitration Panels

ARBITRATION SUBMISSION

Submission is hereby made to arbitrate under the Arbitration Rules of the Nassau County Bar Association Mediation and Arbitration Panels ("Rules"), the receipt of which is hereby acknowledged, in connection with the following (please briefly describe the nature of the matter or issues to be arbitrated):

(Attach additional sheets if necessary. Please check off all categories that apply on attached sheet.)

It is understood and agreed that:

- (1) The above-described matter shall be assigned for arbitration to an Arbitrator who is a member in good standing on the roster of arbitrators of the NCBA Mediation and Arbitration Panels.
- (2) Each of the arbitration participants will abide by and comply with the Rules, including submitting a \$2,300 aggregate fee payable to the order of the Nassau County Bar Association, which fee consists of a \$500 nonrefundable administrative fee and a deposit of \$1,800 to be applied toward the Arbitrator's fees, pursuant to the Rules at ARB-23.

(3) Neither the Arbitrator nor the Bar Association of Nassau County, N.Y., Inc. (including the Panel Administrator) shall be held liable to any of the parties for their acts or conduct pursuant to the Rules.

(4) It is the responsibility of the party or parties who initiate the arbitration, and not the Bar Association or the Panel Administrator to commence the arbitration in accordance with law and/or the parties' agreement to arbitrate (if any).

- A copy of the Demand for Arbitration is attached.
 - A copy of proof of service of the Demand for Arbitration is attached.
 - The parties already have an agreement to arbitrate. Attach a copy or the agreement or, that portion of the parties' agreement containing the arbitration clause.
- or --
- The parties have entered into the "Agreement to Arbitrate." [Attach a copy signed by all parties to the arbitration. This form is available from the Panel Administrator or from the Bar Association website.]

(5) This form may be signed in counterpart.

Dated: _____

Name of Party: _____

Name of Counsel: _____

Firm: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

Dated: _____

Name of Party: _____

Name of Counsel: _____

Firm: _____

Address: _____

Phone: _____

Email: _____

Signature: _____

An executed copy of this request, together with payment as set forth herein, must be sent to the NCBA ADR Administrator, Nassau County Bar Association, 15th & West Streets, Mineola, NY 11501, along with the fees and requested documents.