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# NASSAU COUNTY BAR ASSOCIATION

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## 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