



NASSAU COUNTY BAR ASSOCIATION

T: 516.747.4070
F: 516.747.4147

15th & West Streets
Mineola, NY 11501

info@nassaubar.org
www.nassaubar.org

EXPEDITED ARBITRATION SUBMISSION

Submission is hereby made to arbitrate under the Supplemental Rules and Procedures for Expedited Arbitration Based on Document Submissions (the “Expedited Arbitration Rules”) of the Nassau County Bar Association Alternative Dispute Resolution Program (the “NCBA ADR Program”), the receipt of which are 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.)

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 Expedited Arbitration Roster of Arbitrators of the NCBA ADR Program.
2. Each of the arbitration participants will abide by and comply with the Expedited Arbitration Rules, as well as, to the extent applicable, the Arbitration Rules of the Nassau County Bar Association (the “Plenary Arbitration Rules”), the receipt of which are hereby acknowledged, including submitting a \$1,000 aggregate fee payable to the order of the Nassau County Bar Association, which fee consists of a \$350 nonrefundable administrative fee and a deposit of \$650 to be applied toward the Arbitrator’s fees, pursuant to the Expedited Arbitration Rules at Exp. 1 (c) and Schedule A.

3. Neither the Arbitrator nor the Bar Association of Nassau County, N.Y., Inc. (including the Administrator) shall be held liable to any of the parties for their acts or conduct pursuant to the Expedited Arbitration Rules or the Plenary Arbitration Rules.
4. It is the responsibility of the party or parties who initiate the arbitration, and not the Nassau County Bar Association or the Administrator, to commence the arbitration in accordance with law and/or the parties' agreement to arbitrate (if any).

CHECK ALL APPLICABLE BOXES:

- 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 Pursuant to Expedited Arbitration Rules." [*Attach a copy signed by all parties to the arbitration. This form is available from the Administrator or from the Bar Association website.*]

5. This form may be signed in counterparts.

FOR CLAIMANT:

Party:

Counsel:

Organization: _____
 By (signature): _____
 Print Name: _____
 Title: _____
 Date: _____

Firm: _____
 By (signature): _____
 Print Name: _____
 Title: _____
 Date: _____

FOR RESPONDENT:

Party:

Counsel:

Organization: _____ Firm: _____
By (signature): _____ By (signature): _____
Print Name : _____ Print Name: _____
Title : _____ Title: _____
Date: _____ Date: _____

If Applicable:

FOR ADDITIONAL CLAIMANT / RESPONDENT (circle one):

Party:

Counsel:

Organization: _____ Firm: _____
By (signature): _____ By (signature): _____
Print Name : _____ Print Name: _____
Title : _____ Title: _____
Date: _____ Date: _____

An executed copy of this request, along with the fees and requested documents as set forth herein, must be sent to:

*NCBA ADR Administrator
Nassau County Bar Association
15th & West Streets
Mineola, NY 11501*