

RESOLUTE MEDIATION & ARBITRATION (RM&A) INC

Claimant,
v. **RM&A Arbitration Case #**
Respondent.

SCHEDULING ORDER

Parties and Counsel: The parties are identified in the caption and are represented as follows:

(Claimant’s Counsel and Address)
Counsel for Claimant, (full name of party being represented)

(Respondent’s Counsel and Address)
Counsel for Respondent, (full name of party being represented)

Arbitrator:

RM&A – Case Management
121 S. Orange Ave, Ste. 1500
Orlando, Florida 32801
Email: casemgt@resolutemediation.com
Telephone: 407-408-778; Fax: 407- 705- 3763

Case Manager:

RM&A – Case Management
121 S. Orange Ave, Ste. 1500
Orlando, Florida 32801
Email: casemgt@resolutemediation.com
Telephone: 407-408-778; Fax: 407- 705-3763

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Arbitration Hearing: Hearing Date(s) & Time:

Address of Location

Rules and Law: RM&A, Arbitration Rules & Procedures (revised 2015) with reference to the Florida substantive laws of Arbitration Code. This matter is arbitrable.

Statements: Claimant's statement of claim shall be served and filed by _____.
Respondent's statement and response to such shall be served and filed by _____. Both parties may amend one time as a matter of right by serving and filing an amended pleading by **Depositions:** _____.
The deposition of each party shall be completed by _____.

Experts: Parties shall designate experts, and such designation includes their name, curriculum vitae, and report of opinions and conclusions:
Designation of expert witnesses shall be served and filed by _____.
Designation of rebuttal experts shall be served and filed by _____.
All experts' depositions shall be completed by _____.

Dispositive Motion: Any dispositive motions are at the discretion of the arbitrator.

Pre-Hearing: The parties shall serve and file by _____:
A) Pre-marked exhibits;
B) List of witnesses and experts and short summary of their anticipated testimony in order of testimony;
C) List of issues to be addressed in the arbitration plus

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proposed findings of fact and conclusions in the form of award anticipated by the party. This proposed award may be amended within three days following the close of testimony.

D) Pre-hearing briefs not later than _____.

Pre-Hearing Conference:

A pre-hearing conference to address preliminary and other housekeeping issues is scheduled to be conducted by telephone on _____ at _____. Central Time. All parties will need to call in to the conference. The call-in number is _____. The conference moderator is _____.

Continuance Policy:

Upon notice and approval by the arbitrator, the parties may agree to a continuance. In the event of a contested continuance, the lead counsel and their client will participate in any contested continuance hearing, either in person or by phone. Cancellation fees may apply to any continuance.

Certificate of Conference:

Prior to requesting a hearing on any matter the parties through lead counsel shall confer. If the matter is not resolved any motion shall include (i) a certificate of conference indicating the date of the conference, the identities of the attorneys conferring and why agreement could not be reached, and (ii) a proposed order.

Cancellation Policy:

The parties will be requested to deposit fees sufficient to compensate the arbitrator for the scheduled hearing ___ days in advance of the commencement of the hearing. If the hearing is cancelled or continued for any reason within _____ days of the commencement of the hearing, the deposit for the cancelled day shall be deemed a cancellation fee and shall be immediately payable to the arbitrator. The arbitrator shall refund fees for any hearing day, which is rebooked to the

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extent of fees earned on that day.

All deadlines shall be strictly enforced. This Order shall continue in effect unless and until amended by subsequent order of the arbitrator.

Service by a Party under the RM&A Arbitration Rules is affected by providing one signed copy of the document to each Party and two copies to RM&A. Service may be made by hand-delivery, overnight delivery service or U.S. mail. Service by any of these means is considered effective upon the date of deposit of the document. Service by electronic mail or facsimile transmission is considered effective upon transmission, but only if followed within one week of delivery by service of an appropriate number of copies and originals by one of the other service methods.

All filings and communications shall be directed to:

RM&A Inc – Case Management
121 S. Orange Ave, Ste. 1500
Orlando, Florida 32801
407-298-3751 phones
407-705- 3751 fax
Casemgt@resolutemediation.com

Arbitrator

Date