

**PRE-ARBITRATION CONFERENCE FORM
(to be completed by parties)**

1. Name of party: _____

2. Who is the Applicant? _____

3. Date of execution of Family Arbitration
or Mediation/Arbitration Agreement (attach copy) _____

4. Substantive issues for this Arbitration

- | | | |
|--|--|---|
| <input type="checkbox"/> Custody | <input type="checkbox"/> Division of Property | <input type="checkbox"/> preservation/non-dissipation |
| <input type="checkbox"/> Access | <input type="checkbox"/> Exclusive possession of
matrimonial home | <input type="checkbox"/> non-harassment |
| <input type="checkbox"/> Child Support | <input type="checkbox"/> Sale of property | <input type="checkbox"/> costs |
| <input type="checkbox"/> Spousal Support | <input type="checkbox"/> Ownership of property | <input type="checkbox"/> other (attach schedule) |

5. Grounds for Appeal: Question of Law with leave Question of fact
 Question of Law Question of mixed fact and law

6. Is a reporter required? Yes No Who to retain/pay reporter? _____

7. Are court pleadings to be used as pleadings for the Arbitration? Yes No

8. Date for completion of questioning (if required)

9. Names of witnesses I intend to call and estimated time required for their testimony
(including cross-examination):

<u>Name</u>	<u>Time</u>	<u>Name</u>	<u>Time</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

10. Date for delivery of:

(a) Position Statements: _____

(b) Updated Financial Statements: _____

(c) Updated NFP Statements: _____

(d) Answers to disclosure requests: _____

(e) Witness Statements: _____

(f) Expert Reports: _____

(g) Requests to Admit: _____

(h) Exhibit Briefs: _____

(i) Agreed Statement of Facts: _____

(j) Briefs of Authorities: _____

(k) Other documents (specify): _____

(l) Arbitrator's Retainer (\$_____/party): _____

11. Are any summonses to witness required? _____

12. Estimated time required for my case (including argument): _____

13. Date(s) scheduled for arbitration hearing: _____

14. Names of any non-parties who I wish to attend hearing:

15. Procedural requirements of the arbitrator: see attached **Standard Schedule**, any additional arrangements here:

16. Procedure for hearing:

(a) All evidence under oath/affirmation: Yes No

(b) Presentation of evidence as per court procedure: Yes No

(c) Hearsay evidence may be admissible in Arbitrator's discretion: Yes No

(d) Except for (c), usual rules of admissibility of evidence: Yes No

(e) Other issues: _____

17. Any preliminary or procedural issues to be dealt with at/before the arbitration? _____

18. Other issues to be dealt with at the pre-arbitration conference:

STANDARD ARBITRATION PROCEDURES

The following process shall be applied to the conduct of all arbitration hearings:

1. Counsel shall be present for all arbitration hearings.
2. Parties shall arrive and depart the hearing at separate times as determined by the arbitrator.
3. Parties shall not, at any time, be left alone with each other, with or without the arbitrator, without their counsel.
4. Neither party shall speak to the other party at the hearing, whether before the commencement of the hearing each day, during breaks or following the end of the hearing each day, except with the permission of the other party's lawyer.
5. Both parties will treat each other and opposing counsel with respect throughout the arbitration process and neither party will attempt, directly or indirectly, to intimidate the other party, whether by looks, words or physical proximity.
6. While either party may bring family, friends, new partners to the arbitration hearing, the only people who will be permitted in the hearing room will be the parties, their lawyers, the court reporter (if the parties elect to have the evidence transcribed), the arbitrator and whatever witness is testifying at that moment.
7. All witnesses, including the parties, will sit directly across from the arbitrator while testifying. The other party shall not be in view of the testifying party.
8. Neither party will speak out loud while a witness is testifying, whether to his/her lawyer, to the arbitrator, the witness or other party. If a party wishes to comment to his/her lawyer during the testimony of a witness, he/she shall do so by passing notes to his/her lawyer.
9. The arbitrator may require the parties and their counsel to comply with procedural requirements such as the use of conferencing technology that would enable the arbitration to take place in separate rooms, the use of screens or separators, etc.
10. The arbitrator may, in their discretion, determine at any time that the matter is no longer appropriate for family arbitration.