

BEFORE BAY MEDIATION & ARBITRATION SERVICES

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)	
Claimant, Counter Respondent)	
)	BAY Case No. 0012-**
v.)	
)	
**,)	
)	
Respondent/Counter Claimant.)	

REPORT OF PRELIMINARY HEARING AND SCHEDULING ORDER

On **DATE** at **TIME** an Initial Preliminary Scheduling Hearing was held in case number 0012-**. The telephonic hearing was held with the consent of the parties. In attendance were **. The Hearing was conducted by **ARBITRATOR**, Arbitrator. ** waived his appearance at the Initial Preliminary Scheduling Hearing, but shall be allowed to address with the Arbitrator any issues with the decisions made herein by the Arbitrator.

The following Order is now in effect unless altered in writing by the Arbitrator:

1.

Pursuant to the direction of the Arbitrator, the parties may serve upon each other limited Request for Production of Documents and the responding party shall respond in full by providing the requested documents to opposing counsel within 10 calendar days of the Request for Production of Documents.

2.

Pursuant to the direction of the Arbitrator, the Defendant may take the deposition of the Plaintiff after receipt of the Plaintiff's responses to Request for Production of Documents, if served. The deposition shall be completed by **DATE**. The Plaintiff may take the 30(b)(6) deposition of the Defendant company, after receipt of the

Defendant's responses to Request for Production, if any. If no Request for Production are sent these deposition shall be completed by ****DATE****. The parties shall work together on making witnesses available at mutually convenient time and location.

3.

On or before ****DATE****, the parties shall provide ****ARBITRATOR**** (LLL@bayatl.com) a copy of all pleadings of records from the case pending in the ****CASE STYLE AND CIVIL ACTION NO****.

4.

One or before ****DATE****, the parties shall exchange and provide to ****ARBITRATOR**** a copy of their respective pre-hearing statement/briefs of the case including identification of the issues for determination.

5.

One or before ****DATE****, the parties shall exchange and provide to ****ARBITRATOR**** a copy of their respective marked hearing Exhibits, exclusive of impeachment evidence.

6.

Hearing in this matter will commence before ****ARBITRATOR****, Arbitrator, at ****LOCATION NAME**** on ****DATE**** at ****TIME****. The parties estimate that this case will take ****# OF DAYS**** day of Hearing time, inclusive of arguments.

7.

The parties agree absent a ruling from the Arbitrator to the contrary, the evidence shall close at the conclusion of the Arbitration Hearing.

8.

The entire hearing may be taken down by a Certified Court Reporter the costs of which shall be shared by the parties. The parties shall make arrangements for the Court Reporter who will bill each party for one half of the cost of the takedown. Each party is responsible for purchasing their own copy of the trial transcript should they decide to purchase one. The parties may agree to waive the taken down of the hearing.

9.

After the close of evidence, ****ARBITRATOR**** will advise the parties of the deadlines for post hearing briefs including Findings of Facts and Conclusions of Law.

10.

The Arbitrator has determined that the rules of evidence will be followed but in slightly relaxed form at the discretion of the Arbitrator.

11.

When communicating with the Arbitrator, the parties shall copy opposing counsel with all written and electronic communications. A courtesy copy of any communication with the Arbitrator shall also be sent to Laura Lorange at LLL@bayatl.com, who is the scheduling coordinator for BAY Mediation & Arbitration Services.

12.

Before the release of any award each party shall pay in full their respective costs associated with the Arbitration of the case BAY Mediation & Arbitration Services.

13.

This Order shall continue in effect unless or until amended by subsequent order of the Arbitrator.

SO ORDERED, this ____ day of _____, 2014.

****ARBITRATOR****
Georgia Bar No. ******
Arbitrator

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