

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF <_COUNTYNAME_>

<_CourtAddr_>

<_CourtPhoneNum_>

<_FaxNumber_>

<_CurrDate_>

<_Addressee_>

Re: <_Style_>

Case #: <_CaseNum_> <_CaseType_>

NOTICE OF COURT APPOINTED ARBITRATOR

The following arbitrator has been appointed for this case:

<_NameParam_>

<_AddrParam_>

<_DefPhoneNumC_>

The arbitrator will contact you to schedule an arbitration hearing. Time and place of all arbitration hearings must be submitted to the Arbitration Clerk at least 10 days in advance of the hearing.

Notice to Parties and/or Attorneys: YOU ARE REQUIRED BY UTCR 13.120 TO PAY THE ARBITRATOR WITHIN 14 DAYS OF THIS NOTICE. In the absence of an agreement to a different rate, the arbitrator's fee shall be \$200 per hour. Each party is responsible for submitting a \$400 deposit prior to the arbitration. The parties are required to pay the deposit in equal shares unless otherwise agreed. These fees are to be paid directly to the above-named arbitrator. If you can't afford the arbitrator's fee, you may ask the Court to waive or defer your fees. To get the required fee deferral forms, go to the information window on the first floor of the courthouse, 100 High St. NE, Salem, or to the court's website:

<https://www.courts.oregon.gov/forms/Documents/EntirePacket10.pdf>

If the arbitrator spends more than four hours on the case, the parties will be billed for the additional time (up to four more hours) at the rate of \$200.00 per hour unless otherwise agreed. In accordance with UTCR 13.040 and 13.100, all motions should be directed to the arbitrator except issues relating to arbitrability, qualification of an arbitrator, or temporary orders in a domestic relations case. DO NOT SEND YOUR MOTIONS TO THE COURT UNLESS THEY ARE ACCOMPANIED BY A MOTION TO REMOVE THE CASE FROM ARBITRATION.

If a language or sign interpreter is needed for arbitration, the interpreter will be provided under ORS 45.275, and MUST be scheduled by contacting the Arbitration Coordinator, at (503) 588-7988. UTCR 7.070 requires you to make the request at least four business days in advance of the scheduled proceeding.

Plaintiff: <_NameParam_>

<_AddrParam_>

<_DefPhoneNumC_>

<_CasePartyEmail_>

Attorney: <_LeadAttyName_>

<_LeadAttyAddr_>

<_LeadAttyPhone_>

Defendant: <_NameParam_>

<_AddrParam_>

<_DefPhoneNumC_>

<_CasePartyEmail_>

Attorney: <_LeadAttyName_>

<_LeadAttyAddr_>

<_LeadAttyPhone_>

Arbitration

Your case has been referred to arbitration because Oregon law 36.400 requires it.

- Arbitration is like a trial, but less formal
- Arbitration is to keep costs down and to shorten the time to get cases resolved
- Decisions are made by an arbitrator after evidence is heard

Who is an arbitrator?

- Arbitrators are attorneys or retired judges
- They are neutral and impartial
- They may not give legal advice or counsel
- They cannot communicate with any party without all parties being present/copied

What happens next?

- You must contact the arbitrator and pay the fee listed in your notice.

****If you cannot afford the fee you can apply for a waiver or deferral at 100 High St NE, Salem, Oregon 97301 in the accounting office. ****

- The arbitrator will contact you with a hearing date

What is required before the hearing?

- At least 14 days before the hearing each party must:
 - Submit a list of all exhibits
 - Make exhibits available to the other party
 - Submit a list of witness (with contact information)
 - Submit copies of any court or other documents you believe are important for the case

How is a decision made?

Within 28 days of the hearing the arbitrator will provide a copy of the decision (arbitration award). If attorney fees can be claimed, they will establish rules on what and how to submit that information.

After any attorney costs are decided, the arbitrator will file the award with the court

What can I do if I don't agree with the decision?

- Appeals must be filed within 20 days of being sent to the court
- Forms are available at 100 High St NE, Salem, Oregon 97301 in the accounting office. A filing fee of **\$159** is required. An additional trial fee may also be charged.
- If an appeal is filed, the case is transferred to a judge to hold a trial

Need more information?

Answers to more questions and more resources can be found on our website at:

<https://www.courts.oregon.gov/courts/marion/programs-services/Pages/arbitration.aspx>