**Notice of Arbitration Hearing**

Names of Parties Case No.

Original Notice Revised Notice

Please take notice that an arbitration hearing in this matter will be held:

At

Date

Hour

Before ,

,

, Arbitrator(s)

Please attend promptly with your witnesses and be prepared to present your proofs.

Case administrator Date

**Notice**: The arbitrator(s) have arranged their schedule and reserved the above date to meet the convenience of the Parties. Therefore, every effort should be made to appear at the time and date scheduled. In the event that unforeseen circumstances make it impossible to attend the hearing as scheduled, the parties are to request a postponement no less than 48 hours before the time and date set for hearing. All requests for postponements must be communicated to the case administrator, not the arbitrator(s). There should be no communication between parties and the arbitrator(s) other than at oral hearings.

cc: Arbitrator(s) 