



CONSTRUCTION DISPUTE RESOLUTION SERVICES, LLC
SPECIALIZING IN MEDIATION & ARBITRATION

PO Box 8029
Santa Fe, NM 87504

New Mexico: 505-473-7733
Fax Phone: 505-474-9061

Out of State: 888-930-0011
Email: cdrs@cdrsllc.com

Website: www.constructiondisputes-cdrs.com

NOTICE OF ARBITRATION HEARING

Date of Arbitration Hearing: _____

Time of Arbitration Hearing: _____

Location: _____

Assigned Arbitrator (Chair): _____

Assigned Arbitrator: _____

Assigned Arbitrator: _____

CLIENT AND LEGAL COUNSEL INFORMATION

Claimants: _____

Representing: _____ Company

Attorney(s) for the Claimants: _____

Attorney's Firm: _____

Attorney's Address: _____

Attorney's Office Phone: _____ Fax: _____

Attorney's E-mail: _____

Respondent: _____

Representing: _____ Company

Attorney(s) for the Respondents: _____

Attorney's Firm: _____

Attorney's Address: _____

Attorney's Office Phone: _____ Fax: _____

Attorney's E-mail: _____

NOTICE

The Arbitrator shall schedule a pre-hearing conference with the clients and their attorneys for the purpose of establishing a discovery schedule, arranging for law and motion proceedings, the issuance of subpoenas if requested, establishing the rules and procedures for the hearing, narrowing the issues and for expediting the resolution of the matters in dispute. The Arbitrator shall also review the pre-hearing requirements for the presentation of pleadings and other related pre-hearing related items.