



## AAA-ICDR™ Arbitrator Select

*Innovative, cost-effective access to the AAA®'s distinguished and experienced Roster of Arbitrators*

**Arbitrator Select** is a service alternative for customers who want only a list of arbitrators tailored to their case or do not require AAA involvement past the point of arbitrator selection. The service is two-tiered: **List Only** and **List and Appointment**.

Using the parties' own criteria, the AAA provides users with a list of the best, most appropriate arbitrators for their dispute. If desired, the AAA will facilitate conflicts checks with specified arbitrators and assist parties with arbitrator selection and/or appointment. This service may be utilized by a party needing a party-appointed arbitrator or by both parties to select their arbitrator(s).

### AAA Arbitrator Select: *List Only*

The AAA acts as a referral source to identify arbitrators to serve on arbitration cases, providing a list of 5, 10, or 15 arbitrators. *How does it work?*

- A party completes a detailed filing form, providing contact information, number of arbitrators requested, and preferences regarding the arbitrator (area of expertise, geographic limitations, etc.).
- The AAA provides a list of arbitrators whose credentials best match the criteria specified on the filing form, along with their AAA Roster biographies.
- The arbitrators are notified that their information is being provided to a party seeking an arbitrator and who may contact them directly. The parties handle the rest of the appointment process.

### AAA Arbitrator Select: *List and Appointment*

The AAA provides the lists and biographies as in **List Only** and assists parties in the selection and/or appointment of the arbitrator. *How does it work?*

- All parties must mutually agree to utilize the "List and Appointment" service.
- If the parties are unable to agree on a proposed arbitrator, each party ranks the list of arbitrators in order of preference. The AAA extends an invitation to the highest-ranked mutually agreeable candidate and facilitates a conflicts check. If the arbitrator declines, the AAA invites the next highest-ranked candidate, and so on.
- Upon the arbitrator's acceptance of the appointment, the AAA notifies the parties of the arbitrator's identity and provides any disclosure(s) the arbitrator may have made. Parties have seven calendar days to object to the arbitrator's appointment based on the disclosure(s). If the parties cannot agree on whether the disclosure(s) disqualifies the arbitrator from service, the AAA will determine whether to reaffirm or disqualify the arbitrator.
- If an arbitrator is disqualified due to a disclosure, the AAA will invite the next highest-ranked candidate to serve. Should no candidate remain from those originally provided, or if there are no mutually agreeable candidates, the AAA may appoint an arbitrator from its Roster without the submission of additional lists, unless the parties agree otherwise.



## Arbitrator Select Fees

### AAA Arbitrator Select: *List Only*

- List of 5 arbitrators: \$750; 5 additional names, if needed: \$750
- List of 10 arbitrators: \$1,500; 10 additional names, if needed: \$750
- List of 15 arbitrators: \$2,000; 15 additional names, if needed: \$1,000

*Refunds: There is a minimum non-refundable search fee of \$750. If the AAA, in its sole discretion, is unable to compile an appropriate list of arbitrators after completing a search, the balance of the List Only service fees will be refunded.*

### AAA Arbitrator Select: *List and Appointment*

- List of 5 arbitrators: \$750; 5 additional names, if needed: \$750 plus \$500 for each arbitrator appointed
- List of 10 arbitrators: \$1,500; 10 additional names, if needed: \$750 plus \$500 for each arbitrator appointed
- List of 15 arbitrators: \$2,000; 15 additional names, if needed: \$1,000 plus \$500 for each arbitrator appointed

*Refunds: There is a minimum non-refundable search fee of \$750. If the AAA, in its sole discretion, is unable to compile an appropriate list of arbitrators after completing a search, the balance of the List and Appointment service fees will be refunded. If arbitrators meeting the criteria indicated on the submission form are identified, and parties strike all or do not move forward to appointment, service would be deemed granted and fees will not be refunded.*

## FAQ

### **Must I have the AAA written into my contract in order to participate in Arbitrator Select?**

No, you do not need to have the AAA specified in your contract to benefit from this service.

### **What is the advantage of going to the AAA for this service if I am only interested in finding an arbitrator, which I can do myself?**

Parties get access to the AAA's outstanding panel of arbitrators as well as help identifying the best arbitrator for the case, and if desired in appointing the arbitrator. The AAA also remains available in the event that the parties subsequently decide they want full AAA administration of their arbitration.

### **Can I decide along the way that I want the AAA involved?**

At any time, parties may agree to submit the matter to the AAA for full-service case administration. If cases are filed within six months of arbitrator appointment, fees paid for Arbitrator Select service will be credited to the standard commercial filing fees.

### **Will the AAA otherwise be involved in the case?**

AAA service and administration ends with provision of the lists and, if applicable, arbitrator appointment.

### **How do I access this service?**

You can find the **Request for Arbitrator Select: List Only** and the **Request for Arbitrator Select: List and Appointment** in the Forms section on [www.adr.org](http://www.adr.org).

**Questions?** Please call Customer Service at **1.800.778.7879** or your regional vice president.  
A list of regional offices can be found at [www.adr.org/contact](http://www.adr.org/contact).