

Association of Insurance & Reinsurance Run-Off Companies

**INITIATION OF ARBITRATION or MEDIATION
PROCEEDINGS (FORM 1)**

To initiate an Arbitration or Mediation proceeding under the AIRROC Dispute Resolution Procedure (the “Procedure”), a party may complete this form or provide the same information via letter to the opposing party. Please copy Carolyn Fahey at AIRROC if you intend to use AIRROC to administer any part of the arbitration or mediation.

The party receiving this form or a similar demand for arbitration or mediation via letter pursuant to the AIRROC DRP should respond with its counter-position to each point and state, if necessary, its counterproposal on this form or via letter.

Response to the Initiation of Arbitration or Mediation Proceedings Form should be made within the time provided in the original contracts unless amended by the parties. If no response time is provided in the contracts, the responding party will respond within 14 days.

I. Caption: _____

II. For Claimant(s):

Name of Claimant(s): _____

Business Principal: _____

In-House Counsel (if any): _____

Outside Counsel (if any): _____

Type of Arbitration requested: Please choose one of the following:

- 1) Single neutral arbitrator
- 2) Neutral panel of 3 arbitrators
- 3) 2 Party arbitrators with Umpire (chosen by party arbitrators or AIRROC)
- 4) If Party arbitrator is being named, please include name and contact information here:

- 5) Mediation
- 6) If Mediator is being proposed, please include name and contact information here:

- 7) Other type of dispute procedure:

Please attach a copy of any arbitration or mediation provision, if any, provided in contracts at issue.

III. For Respondent(s):

Name of Respondent(s): _____

Business Principal: _____

In-House Counsel (if any): _____

Outside Counsel (if any): _____

Response to Opposing party's selection of arbitration/mediation procedure: _____

Party Arbitrator (if being named at this time): Please include name and contact information here:

Response to Opposing party's mediator selection if any:

IV. List or otherwise identify contract(s) at issue:

Opposing Party comment: _____

V. Please list the claim(s) to be arbitrated or mediated:

Opposing Party response: _____

VI. State amount sought in respect of each claim, excluding interest (approximate where specific amount is not known):

Opposing Party response or counterclaim: _____

VII. Are you requesting AIRROC to administer the arbitrator, umpire or mediator selection in accordance with Section III of the Procedure? ____Yes ____No

If yes, should AIRROC select prospective arbitrators, an umpire, or a mediator from: (select one)

- ____ AIRROC’s entire list of Arbitrators/Mediators
- ____ Only ARIAS-certified arbitrators or mediators that are on AIRROC’s List

Is the Opposing Party in agreement with AIRROC’s administration of the arbitrator selection? _____ Yes ____No

Is the Opposing Party in agreement with AIRROC’s selection of a prospective umpire in this matter? _____Yes ____No

Is the Opposing Party in agreement with AIRROC’s selection of a prospective mediator in this matter? _____Yes ____No

Please identify any particular area(s) of expertise/experience you would like the arbitrators, umpire, or mediator to have:

Comments by Opposing Party in regards to arbitrator, umpire or mediator selection (if any):

Please complete the applicable Arbitrator, Umpire, Mediator selection form provided on the AIRROC website (Form 3A or 3B)

VIII. Identify any stipulations you believe the parties should consider about discovery, relief sought, role of counsel, arbitration procedure, mediation procedure, or necessity and scope of arbitration hearing or mediation session:

Comments by Opposing Party:

IX. Describe the need, length, and form of hearing or mediation session together with a description of the evidence to be presented at a hearing or the materials to be submitted to a mediator. (Please include proposed location).

Comments by Opposing Party:

Signature for Claimant(s)

Name:

Date:

Signature for Respondent(s)

Name:

Date: