



GETTING STARTED WITH EXPEDITED **ARBITRATION**

Follow these steps to commence an expedited Arbitration case through NCAB.

1. Carefully review the **Arbitration Overview** and our **Arbitration Rules**.
2. Complete our **NCAB Agreement to Arbitrate**. The Agreement asks you to describe the nature of the controversy and to identify and provide contact information for all of the parties involved and to specifically list the issues and claims the parties seek to have resolved through arbitration. A “printable” PDF form and a “fillable” Microsoft Word form are provided.
3. The completed Agreement to Arbitrate must be signed by all parties involved and sent to us along with the arbitration fee. Please see the Arbitration Rules for direction on allocation of the fixed fee between the parties.
4. Our Arbitration Administrator will contact the parties to discuss the appointment of the Arbitrator, the preparation and submission of Statements of Position and Claims and other scheduling matters.