

1. Submission to Arbitration

The Parties may commence a Rapid Issue Arbitration by submitting an agreement to arbitrate pursuant to these rules. The agreement must include a mutually agreed upon statement of the issues to be determined by the Arbitrator. It must indicate whether the Arbitrator's Award is to be advisory or binding. It must also list the names and addresses of each person or organization having an interest in the dispute, and of each person who might be a witness, so the Arbitrator can disclose professional and personal relationships.

2. Initial Conference

An Initial Conference will be held as soon as possible after the Submission to Arbitration. The purpose of the conference will be to discuss procedures and set the Final Hearing date.

3. Pre-Hearing Submissions

Within seven days of the Submission to Arbitration, the Parties must submit the following materials.

Separate briefs containing the following elements:

- A description of the dispute and of the dealings between the Parties to which the dispute relates;
- An explanation of how the issues to be determined are significant to the dispute;
- A statement of relevant facts;
- A discussion of law, together with copies of all authorities cited; and
- A statement of how the Party believes the issues should be resolved.

A set of joint exhibits containing documents agreed to be relevant.

Separate sets of exhibits the Parties wish to bring to the attention of the Arbitrator.

Affidavits identifying and authenticating the exhibits and briefly explaining their significance.

4. Final Hearing

The Final Hearing will be conducted between eight and twelve days after the Submission to Arbitration. Each side will be permitted a ten-minute opening statement, two hours of direct and cross-examination, allocated as they wish, and thirty minutes of closing argument. Participants in the hearing will be permitted to attend electronically.

5. Award

A reasoned Award resolving the dispute and explaining the basis for the Award will be provided within fourteen days of the submission to Arbitration.

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