

Board or State Association

Address City State Zip

**Official Notice of Hearing (Arbitration)**

In the case of \_\_\_\_\_ vs. \_\_\_\_\_  
Complainant Respondent

Above parties are hereby notified:

(1) The Chairperson of the Hearing Panel has designated the \_\_\_\_\_, 20\_\_\_\_  
Day Month Year  
 \_\_\_\_\_ A.M./P.M. at \_\_\_\_\_  
Time Place of Hearing

as the time for hearing the above case, which is a hearing concerning the arbitration of a business dispute as defined in Article 17 of the Code of Ethics or in the *Code of Ethics and Arbitration Manual* of the bylaws of the Board. Attached are the Arbitration Guidelines, Appendix II to **Part Ten**, for your review.

(2) You are hereby notified to appear at the time and place so designated.\* Although testimony provided in person before a Hearing Panel is preferred, parties and witnesses to arbitration hearings may be permitted to participate in hearings by teleconference or videoconference at the discretion of the Hearing Panel Chair.

(3) The members of the Hearing Panel appointed to hear the case are:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(4) Parties are strongly encouraged to provide any and all documents and evidence they intend to introduce during the hearing to the other party(ies) and to the association prior to the day of the hearing. Providing documents and evidence in advance can expedite the hearing process and prevent costly, unnecessary continuances.

(5) Either party may be represented by counsel, and each party is requested to provide written notice of an intention to have counsel present fifteen (15) days before the hearing to the Board and the other party including counsel’s name, address, and phone number. Failure to provide this notice will not invalidate a party’s right to legal representation, but may result in a continuance of the hearing if the Hearing Panel determines that the rights of any other party require representation by counsel.

(6) Each party must provide a list of the names of the witnesses he intends to call at the hearing to the Board and to all other parties not less than fifteen (15) days prior to the hearing. Each party shall arrange for his witnesses to be present at the time and place designated for the hearing. All parties appearing at the hearing may be called as witnesses without advance notice.

(7) The parties shall not discuss the case with any member of the Hearing Panel or the Board of Directors prior to the hearing or after hearing and prior to announcement of the decision.

(8) The parties to an arbitration proceeding are encouraged to settle the issue between them by joint agreement at any time and shall provide written notice of such settlement to the Professional Standards Administrator.

Respectfully submitted,

\_\_\_\_\_, Professional Standards Administrator  
Type/Print Signature

Board or State Association

Dated: \_\_\_\_\_, 20\_\_\_\_

\*Parties’ requests for continuances shall only be granted when all parties mutually agree to a subsequent specified date, or when the hearing panel chair determines that denying the continuance would deny the requestor a fair hearing.

(Revised 11/15)