



Procedures for SUM Hearings

Information for the Parties

1. **Pre-hearing conference call.** The first step in the SUM arbitration process will be a telephone conference call for the assigned arbitrator with the parties during which the arbitrator will set a hearing date after discussion with the parties.
 - a. AAA® will provide a notice of the date and time for the pre-hearing conference call.
 - b. In response to a notice of a pre-hearing conference call, a party may advise AAA case management staff identified in the notice that the party is ready for a hearing on the earliest available date. If both parties so respond, the hearing will be scheduled promptly. Otherwise, the pre-hearing conference call will establish the hearing date.
 - c. In response to a notice of pre-hearing conference, a party who is unable to participate in the call at the scheduled date and time should contact AAA case management staff identified in the notice as soon as possible.
 - d. If a party anticipates a protracted hearing because of experts, court reporters, translators or other factors, the party should advise the arbitrator in the pre-hearing conference call so the arbitrator can allocate adequate time for the hearing.
2. **Notice of hearing and confirmation of hearings.** AAA will provide to the parties a notice of hearing that sets the date, time and place of hearing at least thirty days in advance of hearing. In addition, AAA will provide a written hearing confirmation notice to the parties approximately one week in advance of the hearing. A party need not respond to the hearing notice or confirmation notice unless the party is requesting an adjournment. Hearings are held on the scheduled date and time. If a party requests a change in time on the same date, the arbitrator may grant such request only with the consent of the other party.
3. **Requests to adjourn a scheduled hearing.** There is NO automatic adjournment of a hearing. A party that wishes to request an adjournment should contact the AAA case manager in writing. The arbitrator will decide whether to grant the adjournment request after ascertaining the opposing party's position. Adjournments are chargeable to the requesting party as set forth in AAA rules.
4. **Submission of documents.** Pursuant to AAA rules, the parties must send all case document submissions to the AAA; the AAA then transmits the documents to the arbitrator. Parties should address their document submissions to the AAA's SUM case management staff identified in the notice of hearing at the American Arbitration Association®, 120 Broadway, 21st Floor, New York, NY 10271. A party must simultaneously transmit all documents to the opposing party at least fifteen (15) days prior to the hearing. Parties are no longer required to bring another copy of the papers to the hearing for the arbitrator since the arbitrator will have the copy provided by the AAA.
5. **Documents.** All submissions must be indexed, tabbed and presented in chronological order. Parties may highlight their submissions as long as they are consistent in copies for the arbitrator and the other party. On a case-by-case basis, arbitrators may determine the weight of the evidence where reports state "Dictated But Not Read". In addition, arbitrator will be the sole determinants of whether handwritten notes, reports or records that are not legible should be given any evidentiary weight.



6. **Memoranda of law.** Memoranda are optional. A full copy of the decision must accompany any case citations.
7. **Hearing facilities.** Parties should not assume that conference room facilities are available at the hearing location to prepare witnesses or that photocopiers are available. Please be guided accordingly. If you have a question about a specific arbitrator's hearing facility, please contact AAA case management staff identified in the notice of hearing.
8. **Please be on time.**