



SUM Pre-Hearing Conference Call Agenda

Introduction

- Purpose of conference – to set a date for the hearing.

Document and witness list exchange

- Have all submissions been served on the opposing party and mailed to the AAA®?
- Reminder of rules concerning document submission. (See AAA Rule 19. A party is to send to AAA all document submissions for the arbitrator, and simultaneously to transmit them to the opposing party, at least 15 days prior to hearing. Also, a party must notify the opposing party as to the identity of all witnesses and expert witnesses at least 15 days in advance. See also the arbitrator hearing procedures as to indexing and tabbing the documents, documents that were dictated but not read, and handwritten documents that are not legible.)
- Parties do not need to bring an extra set of papers to the hearing for the arbitrator.

Hearing procedures and availability for hearing

- Where does the claimant reside? (If out of town, the party must confirm the hearing date, before the Claimant makes travel arrangements to appear.)
- Are you producing any witnesses besides the claimant?
- Are any of your witnesses an expert witness? (Confirm the hearing date before committing to payment of witness fees.)
- If you're producing a doctor, when is the doctor available to testify?
- Are you using an interpreter? (See AAA Rule 16. No person shall serve as an interpreter in any arbitration in which such person has a financial or personal interest. Notification of the identity of interpreter must be made to the opposing party, at least ten days in advance.)
- Are you using a court reporter? (See AAA Rule 16.)
- Approximately, how long do you expect the hearing to take?
- Schedule the hearing.
- If the case is settled or if there is a request for an adjournment, then the parties must call or email the AAA case manager assigned to the case, no later than the day before the hearing. If there is no call made to the AAA advising of settlement or requesting adjournment, or if the arbitrator does not grant the adjournment request, the hearing will proceed as scheduled.