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## **GENERAL ARBITRATION RULES AND PROCEDURES**

Revised March 15, 2023

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## **GENERAL ARBITRATION RULES AND PROCEDURES**

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### **THESE GENERAL ARBITRATION RULES AND PROCEDURES SHALL GOVERN ALL ARBITRAITONS FILED WITH CDRS AFTER MARCH 15, 2023**

#### **RULE-A1 AGREEMENT ON RULES AND PROCEDURES**

The parties to the arbitration process shall be deemed to accept and make these “General Arbitration Rules and Procedures” a part of the arbitration procedure that will be administered and conducted by Construction Dispute Resolution Services, LLC (CDRS) unless they have specified other rules and procedures and have written permission from CDRS to utilize those specified rules and procedures in the arbitration proceedings as specified below..

- (a) The CDRS Arbitration Rules and Procedures shall be governed by the Federal Arbitration Act, Title 9, to the exclusion of any different or inconsistent state law, act, ordinance, etc. such as a State Arbitration Act, Uniform Arbitration Act, etc. The Federal Arbitration Act pre-empts all state acts, laws, regulations, etc.
- (b) Prior to the selection or appointment of the arbitrator, any rule or procedure related to the selection or appointment of the arbitrator may be changed by the CDRS Senior Case Administrator as specified in RULE-A2(a) and RULE-A6.
- (c) Any suggested changes to these rules and procedures may be submitted by the parties to the arbitration and must be presented to the arbitrator(s) in writing after the arbitrator(s) is appointed. Those proposed changes to the rules and procedures must receive the written consent of that arbitrator(s).
- (d) The arbitrator(s) may make changes to these rules and procedures as he/she deems to be proper for the expeditious and proper handling of the arbitration. All parties to the arbitration must be informed of the changes recommended by the arbitrator(s) in order for those changes to be implemented.
- (e) If there is a conflict between these rules and procedures and the rules or procedures of other documents to the arbitration process including the *Agreement to Arbitrate*, *Advocacy or Selected Arbitrator Agreement*, *Pre-Hearing Agreement* or any other documents, these rules and procedures shall take precedence and govern the rules and procedures of the arbitration unless the arbitrator agree to utilize the rule or procedure in the other document. Any rules and procedures that exist in third party documents that are in conflict with these rules and procedures must be brought to the attention of the arbitrator in writing and approved by the arbitrator(s) before they are implemented in the arbitration process.
- (f) If there are changes made to these rules and procedures by CDRS after the initiation of the arbitration, the rules and procedures in effect on the date of the

*Request for Dispute Resolution Services* shall be in effect throughout the arbitration unless the parties conform to RULE-A1(b)(c).

- (g) If there are other special CDRS Arbitration Rules and Procedures specified to handle special arbitrations such as Home Warranty Arbitrations, Home Inspection Arbitrations, etc, those Rules and Procedures shall supersede these General Arbitration Rules and Procedures.
- (h) The parties understand that by consenting to the use of arbitration to settle their disputes, they are waiving their rights to utilize the court system to settle their disputes.

## **RULE-A2 CONFLICTING RULES AND PROCEDURES AND ARBITRATION PRIVACY.**

If any rule or procedure, part of a rule or procedure or modification or change of a rule or procedure shall be found to be in conflict with any provision(s) or section(s) of applicable state of local Arbitration Acts or similar Regulations, these General Arbitration Rules and Procedures shall govern and shall supersede the local or state Acts or Regulations such as State Arbitration Acts, Uniform Arbitration Acts, etc.

- (a) In States where there are strict requirements to follow certain Laws, Acts, etc., such as the “Code of Civil Procedure” in California relating to Arbitrator Disclosure, the publication of certain information related to the arbitration case, etc., CDRS may decide to enforce provisions of that act or law as it deems to be appropriate. This decision to enforce these laws, acts, etc. shall be decided by the CDRS Senior Case Administrator.

Arbitration is a private process. All information concerning the arbitration should be kept confidential by the Parties, their attorneys or anyone else involved in the arbitration process such as experts, witnesses, etc. Certain information may be shared with the public as is specified in Rule-A2(a) above. CDRS may share case information with its ADR Specialists or with others for training and educational purposes.

## **RULE-A3 INITIATION OF ARBITRATION**

Any party may initiate the arbitration process by fully executing a *Request for Dispute Resolution Services* and transmitting it to CDRS by mail, FedEx, UPS, etc., along with the required filing fee. A copy of the request must also be sent to all of the other parties to the arbitration by the requesting party by certified or registered mail, return receipt requested, or by service as authorized for the commencement of a civil action as stipulated in the jurisdiction in which the arbitration was conducted. The party requesting the arbitration shall be the “Claimant”. The Claimant shall send a copy of the *Request for Dispute Resolution Services* to the other party(s), who shall be known as the “Respondent”, by certified or registered mail, return receipt requested, or by service as authorized for the commencement of a civil action as stipulated by the jurisdiction in which the arbitration shall be conducted. *The Request for Dispute Resolution Services* must be accompanied by the appropriate non-refundable filing and arbitration fee. (See RULE-A12 (c) related to binding verses non-binding arbitration)

- (a) The CDRS case manager shall determine if the case will be handled through a documents only arbitration, a telephone conference call arbitration, a Zoom-type arbitration, an in-person arbitration or any other manner of handling the arbitration process.

## **RULE-A4 RESPONSE TO INITIATION OF ARBITRATION**

The respondent shall be entitled to file with CDRS, a response to claims made in the initiation of the arbitration. They should include a response to the original claim(s) of the Claimant and any counterclaim(s) by the Respondent. The Respondent must also send a copy of their

response and their counterclaims to the Claimant by certified or registered mail, return receipt requested or by service as authorized for the commencement of a civil action as stipulated by the jurisdiction which the arbitration shall be conducted.

- (a) Should a party or CDRS notice that the opposing party has filed their "Request for Arbitration" outside of or subsequent to the allowable period to file for arbitration as specified in the Contract or Agreement, CDRS may set up a "documents only" arbitration to first determine the timeliness of the filing for arbitration prior to scheduling the arbitration hearing to address the claims of the homeowner. The arbitrator will issue an arbitration award, ruling or opinion based on the document submissions of the parties related to the timeliness of the filing for arbitration as specified in the contract or agreement. The arbitrator will either decide to terminate the case or to allow the arbitration to proceed.
- (b) Should a party, CDRS or the arbitrator determine that the arbitration might be addressed through a "documents only" arbitration, the arbitrator will make the decision as to the form of arbitration that the parties will follow in conducting the arbitration process.
- (c) CDRS does not entertain any requests or motions for summary judgement. All issues are to be decided by the arbitrator at the arbitration hearing.

#### **RULE-A5 CLAIMS AND COUNTERCLAIMS**

The initial claim(s) of the Claimant shall be included with the *Request for Dispute Resolution* form that was submitted to CDRS. The initial counterclaims shall be included with the response by the Respondent to the initiation of arbitration.

- (a) If the Claimant requests to file additional claims after they have filed their original claims along with the *Request for Dispute Resolution Services* and an arbitrator has not been appointed, the Claimant should contact the CDRS case administrator to file any additional claims. Proper notification to the Respondent shall be required.
- (b) If the Respondent requests to file additional counterclaims after they have responded to the claims of the Claimant and an arbitrator has not been appointed, the Respondent should contact the CDRS case administrator to file any additional counterclaims. Proper notification of the Claimant shall be required.
- (c) After an arbitrator or a tripartite panel has been appointed to the arbitration case, any new claims or counterclaims should be filed with the CDRS case administrator and will be added to the arbitration only with the approval of the arbitrator or the chairman of the tripartite panel. Proper notification to the Claimant and/or Respondent shall be required.
- (d) Only claims and counterclaims known and agreed to by the parties prior to the arbitration hearing shall covered by the arbitration award. New claims or counterclaims may be added to the arbitration hearing only with the agreement of the arbitrator.

#### **RULE-A6 CASE ADMINISTRATOR**

Upon the receipt of a *Request for Dispute Resolution Services* form from a Claimant or upon the receipt of a court order compelling arbitration by CDRS, CDRS will assign a case administrator who will make all arrangements for the arbitration process including but not limited to: disseminating and finalizing all forms, agreements and other documents required, collecting any deposits or fees that might be due prior to, during or after the arbitration, receiving and filing all claims and counterclaims, scheduling administrative conferences, scheduling pre-hearing conferences, scheduling the arbitration hearing, issuing the Arbitration Award and any other administrative functions that may be required. All administrative

communications shall be conducted between the parties and/or their representative to the arbitration and the case administrator. The arbitrator(s), at his/her/their discretion, shall also be involved in the administration discussions, decisions and procedures. The case administrator shall also be responsible for the issuance of the certified copy of the Arbitration Award after the arbitrator has rendered that award. The case administrator shall also determine the communications of other information related to the case from the parties or their attorneys that should be shared with the Arbitrator as per RULE-A7(c). The case administrator shall also have the authority to invoice the parties and to set the dates and amounts to be paid as deemed appropriate by the administrator or as ordered by an arbitrator. Until an Arbitrator(s) have been appointed, the case administrator shall be responsible to make any decisions related to the arbitration process. After the commencement of the arbitration process by CDRS, the CDRS Senior Case Administrator shall have the authority to specify any administrative procedures that is deemed to be appropriate.

#### **RULE-A7 GENERAL COMMUNICATIONS**

Prior to the assignment of a case administrator, all communications can be with any representative of CDRS. Improper communications with a potential arbitrator may be a cause for the disqualification of that arbitrator. The following rules shall govern communications with the case administrator and with an arbitrator:

- (a) Prior to the appointment of an arbitrator, if applicable, the only allowed communications between the parties and the arbitrator candidate shall be a conference call set up by the CDRS case administrator to discuss the general claims and counterclaims of the case for the arbitrator and the parties to be able to make a decision if he/she is properly qualified to handle the arbitration. It is also allowable for the parties to interview the arbitrator candidate, only with the case administrator involved in the interview, as to the arbitrator's qualifications, experience, neutrality, independence, availability and other topics that will help the parties to decide on the suitability of the arbitrator to handle the arbitration. After a case administrator has been assigned by CDRS, all communications by the parties with CDRS shall be made with the case administrator.
- (b) After an arbitrator has been appointed, any communications related to the substance of the arbitration, whether in person, by telephone, fax or e-mail, must involve all parties to the arbitration, the arbitrator and CDRS. Any email or other communications between the parties and the arbitrator must be directed to CDRS and may not be sent to any other e-mail address of the arbitrator. CDRS and the arbitrator may elect to allow direct communications with the arbitrator by the parties rather than directing all communications through CDRS. CDRS must be copied on all communications between the parties and the arbitrator if applicable.
- (c) It shall be the responsibility of the parties to provide CDRS with the names and email addresses of anyone who should be copied on all emails from CDRS.
- (d) As it is important for all parties to receive all emails from CDRS, each person receiving any email from CDRS are requested to reply to the email indicating that they have received it from CDRS. CDRS will likewise reply to all emails received indicating that CDRS has received the email.
- (e) As an arbitrator should render the arbitration award based on the merits of the case, the information presented by the parties prior to or during the arbitration process including the arbitration hearing and other arbitration processes such as a site visit, the CDRS Administrator shall determine which communications from the parties or their attorneys that should be shared with the arbitrator. The case administrator generally will not share information or communications from the parties related to

- how cooperative or uncooperative the parties are during the arbitration process leading to the arbitration hearing and the issuance of the Arbitration Award.
- (f) If there is a tripartite panel involving advocacy arbitrators, the parties understand that the advocacy arbitrators shall not be considered as neutral and any and all communications are allowed between the parties and the advocacy arbitrators. If the advocacy arbitrators are to be considered neutral arbitrators, they must follow the rules and procedures of a neutral arbitrator.
  - (g) A party may provide an interpreter, sign language specialist or other communication specialist at their own expense, to assist in the arbitration process at any time from arbitration initiation to the issuance of the final award.
  - (h) As a general rule, if a party is represented by an attorney, all communications from CDRS and the other party shall be directed to the attorney and not to the party. As most communications between CDRS and the parties is through email, any party or their attorney should notify CDRS if there are additional persons to be copied with emails from CDRS such as a paralegal, secretary, Co-Counsel, legal assistant, etc.
  - (i) If a party and/or their representative or attorney does not have email availability, CDRS shall determine the proper communication process to be followed. There may be additional CDRS administration fees assessed to the party not having email accessibility.

#### **RULE-A8 APPOINTMENT OF ARBITRATOR(S)**

The appointment of the arbitrator(s) shall follow the following procedures:

- (a) There shall be one CDRS arbitrator assigned to the case unless all of the parties agree that a tripartite panel shall be assigned or if a court ordered arbitration mandates the appointment of a tripartite panel or the document specifying arbitration specifies a tripartite panel.
- (b) If one CDRS arbitrator shall be required, the CDRS case administrator shall assign and appoint the arbitrator unless there is a request for a specific CDRS arbitrator submitted with the "Request for Dispute Resolution Services" who has been selected by the unanimous consent of all parties to the arbitration or if there is a request made with the submission of the case for the parties to be able to select the arbitrator. Should the parties request the option of selecting the arbitrator and the parties cannot agree on an arbitrator within a reasonable period of time as specified by CDRS, the CDRS Senior Case Administrator shall appoint the arbitrator. The parties or their attorney may contact the Case Administrator for a recommendation of an arbitrator. CDRS shall have the ability to challenge a selection of the parties if CDRS feels that the arbitrator selected does not have the knowledge or ability to handle the case based on the claims submitted with the case filing documents. The mutual agreement of the parties shall prevail over the recommendation of an alternate arbitrator by CDRS.
- (c) If three arbitrators shall be required for a tripartite panel, each party shall select one arbitrator from the CDRS National Panel of Arbitrators and the two selected arbitrators shall then select an arbitrator chair from the CDRS National Panel of Arbitrators. If the two selected arbitrators cannot agree on the chair for the arbitration panel, the CDRS case administrator shall assign the arbitrator chair.
- (d) If an arbitrator is disqualified or needs to be relieved of his/her responsibilities for any reason after his/her appointment, the CDRS case administrator shall oversee the appointment of a replacement arbitrator according to RULE-A8b or RULE-8c. All arbitrator fees and expenses accumulated prior to the disqualification or removal of

the arbitrator shall be paid by the parties prior to the appointment of the new arbitrator.

- (e) If the arbitration involves a tripartite panel consisting of one neutral arbitrator and two advocacy or selected arbitrators, the advocacy arbitrators shall be selected by the parties, one selected by each party either from the arbitrators available from CDRS or of their own choosing. The neutral arbitrator shall be appointed by the CDRS case administrator, from among the CDRS Approved ADR Specialists and shall serve as the chair of the arbitration panel unless the parties' arbitrators unanimously select a chair from among the CDRS Approved ADR Specialists.

#### **RULE-A9 CDRS AND ARBITRATOR DISCLOSURE AND DISQUALIFICATION**

An arbitrator must be a neutral person who is impartial and must maintain his/her impartiality and neutrality throughout the entire arbitration process. The arbitration administrator shall also remain impartial and neutral during the arbitration process.

- (a) An arbitrator must disclose any information that could be considered a reason that might affect the arbitrator's impartiality and neutrality. The arbitrator's disclosure should not be considered as an admission that the arbitrator considers the disclosed information to affect his/her ability to remain impartial and neutral. The disclosure is for informational purposes only.
- (b) The arbitrator should complete and submit an *Arbitrator's Disclosure Statement* to the CDRS case administrator as soon as he/she realizes that there might be a perceived loss of impartiality or neutrality because of a prior relationship or dealing with any of the parties to the arbitration or with any other person, company or entity involved in the arbitration.
- (c) The case administrator shall forward a copy of the Arbitrator's Disclosure Statement to all of the parties to the arbitration. The parties must return the Arbitrator's Disclosure Statement indicating their acceptance or non-acceptance of the arbitrator continuing to serve as the arbitrator by the date specified by CDRS. If a party does not reply by the date specified by CDRS, it shall be deemed to be an acceptance of the arbitrator. If only one party objects to the arbitrator continuing to serve as the arbitrator, the arbitrator, with the assistance of the case administrator, shall determine whether he/she shall be disqualified as the arbitrator. If both Parties request that the arbitrator be disqualified, that arbitrator shall be disqualified. If the arbitrator is not selected by the parties or is disqualified as an arbitrator as a result of the Disclosure Statement, the arbitrator shall be paid for his/her time expended related to this case up to and including the preparation of the Disclosure Statement.
- (d) Any party may initiate a process to have an arbitrator disqualified for good causes if a party would like an arbitrator removed for any sound reason. A written request shall be sent to the CDRS case administrator which should include all sound reasons why the arbitrator should be removed. The case administrator shall review the request with the arbitrator. If the arbitrator and the case administrator feel that there is good cause, the arbitrator will be dismissed for cause. If the arbitrator and the case administrator feel that the request is unfounded for cause and that the arbitrator's neutrality has not been affected in such a manner that would influence his/her ability to render a fair and equitable Arbitration Award, the arbitrator will continue to serve as the arbitrator for the case. The arbitrator and case administrator may consult with the CDRS Senior Case Administrator if applicable. On rare occasions, at the discretion of the case administrator, a special dismissal hearing maybe conducted with all parties to the arbitration in attendance.

- (e) If the arbitrator is dismissed, a new arbitrator shall be appointed according to RULE-A8(b)(c). If the arbitrator is a member of a tripartite panel and the arbitration hearing has commenced, the remaining arbitrators may continue with the arbitration hearing and render the final award only with the unanimous consent of all of the parties to the arbitration.
- (f) If an arbitrator becomes ill, resigns or is unable to continue with the arbitration, a new arbitrator shall be appointed according to RULE-A8(b)(c). If the arbitrator is a member of a tripartite panel and the arbitration hearing has commenced, only with the unanimous consent of the Parties and the remaining arbitrators, the remaining arbitrators may continue with the arbitration hearing and render the final award.
- (g) If a replacement arbitrator is appointed in a single arbitrator case, the case administrator shall notify all of the parties to the arbitration as to whether there will be a delay in the schedule of the arbitration and any other appropriate information concerning the continuance of the arbitration.
- (h) If there is a new replacement arbitrator assigned to a tripartite panel, the new tripartite panel shall decide if any or all of the prior hearing information shall be repeated for the benefit of the new replacement arbitrator.
- (i) Should CDRS feel that it is not capable of remaining neutral and impartial as the case administrator, CDRS will notify the parties that they will need to select a new arbitration provider and arbitrator to handle their case. CDRS has the option to cancel an arbitration proceeding and will not continue as the arbitration administrator if they feel that they cannot remain neutral and impartial as specified in RULE-A9(j).
- (j) If CDRS and/or an arbitrator(s) decide that he/she/they are no longer able to continue on as an unbiased and non-neutral arbitrator or administrator as a result of information that is received by the CDRS or the arbitrator, due to an ex-parte communication(s) from one of the parties or for any other reason where his/her/their neutrality has been affected, the parties to the arbitration shall be responsible to pay all administrative and/or arbitrator fees and expenses accumulated by the arbitrator and/or CDRS to the point of him/her/they no longer serving as the arbitrator and or the administrator.

#### **RULE-A10 LOCATION OF ARBITRATION HEARING**

The CDRS case administrator and/or arbitrator shall select and specify the location of the arbitration hearing. The case manager or arbitrator shall make every effort to accommodate the requests of the parties as to a convenient and cost effective location.

- (a) If there are costs related to securing the location for the arbitration such as a daily rental fee, those costs shall be invoiced to the parties as appropriate.
- (b) The arbitration hearing may be held at the home or office of one of the parties or their attorney only if both parties and the arbitrator agree to the non-neutral location.
- (c) If the parties cannot agree on a location, the arbitrator or case manager, as appropriate will decide on the location to hold the arbitration hearing.
- (d) Should a party(s) request a “documents only” arbitration or should the arbitrator decide that a documents only arbitration shall be appropriate to settle the disputed claims, the dates and other information related to the documents only arbitration shall be as specified by the CDRS case administrator.

#### **RULE-A11 DATE(S) OF ARBITRATION HEARING**



The arbitrator shall select and specify the date(s) of the arbitration hearing. The arbitrator shall make every effort to accommodate the requests of the parties as to a convenient date(s) to conduct the arbitration hearing.

- (a) Should the parties develop their own Discovery Schedule, they may select dates, location and time to hold the arbitration hearing to be approved by the arbitrator.
- (b) Should the parties not develop their own Discovery Schedule, the arbitrator shall suggest multiple dates to the parties to hold the arbitration hearing, usually about 60 days into the future.
- (c) If additional time shall be required to complete the hearing, the arbitrator shall select and specify the additional date(s) and location for the continuance of the arbitration hearing. The arbitrator shall make every effort to accommodate the requests of the parties as to a convenient date(s) and location to conduct the continuance of the arbitration hearing.
- (d) By mutual consent of the parties and the arbitrator, any scheduled arbitration event may be rescheduled.
- (e) Upon a request by the parties, the CDRS case administrator and/or the arbitrator, if appointed, shall determine if there is good cause or compelling circumstances that would merit a postponement or cancellation of the arbitration proceeding. If the request for a postponement is approved by the case administrator and/or by the arbitrator, the case administrator and/or the arbitrator shall select and specify the rescheduled date(s) of the arbitration hearing. The case administrator or the arbitrator shall make every effort to accommodate the requests of the parties as to a convenient date(s) to conduct the rescheduled arbitration hearing.
- (f) If the arbitrator determines that a case needs to be postponed due to an illness or injury to one of the parties, attorneys, witness, etc. or the arbitrator, due to inclement weather, due to non-payment of fees due to CDRS, due to travel arrangement problems or due to any other reason where the arbitrator decides that a postponement is necessary, the arbitrator will notify the parties as soon as practicable as to the postponement and the date(s) and location of the rescheduled arbitration hearing. The arbitrator shall make every effort to accommodate the requests of the parties as to a convenient date(s) and location to conduct the rescheduled arbitration hearing.

#### **RULE-A12 CHALLENGES**

If one of the parties wishes to challenge the scope and validity of the arbitration, the arbitrator shall have the authority to rule on the validity and scope of the construction contract, provision of an insurance or warranty document, or the specifics of any arbitration document that prescribes the need for and the scope and validity of the arbitration. (See Rule-A18)

- (a) The arbitrator shall have the authority to review any document that specifies arbitration as a clause of that document and to rule on its scope and validity. If the arbitrator rules that certain sections of the document are invalid, it is still possible for the arbitrator to rule that the arbitration clause is valid and should be treated as a clause that is independent and severable from the other provisions of the document.
- (b) If a party challenges the validity or arbitrability of an arbitration clause or agreement on the grounds that the arbitration clause or agreement was fraudulently obtained or a party was fraudulently induced to agree to the arbitration provisions of a construction contract or similar agreement, the arbitrator(s) shall have the responsibility and the authority to determine the validity of the challenge.

- (c) If there is any question as to what type of arbitration is specified in the document that specifies “arbitration” between the parties as the prescribed method of dispute resolution, the arbitrator shall have the authority to determine whether the word “arbitration” in that document was intended to be either binding or non-binding arbitration. The arbitrator may interview the parties as to their interpretation of the word “arbitration” and their understanding of what arbitration meant when the document was executed.

#### **RULE-A13 PRE-HEARING ADMINISTRATIVE CONFERENCE**

An administrative conference, to be held with the case administrator, may be held at the request of any of the parties or at the request of the case administrator for the purpose of answering various administrative questions or discussing administrative items such as: reviewing claims and counterclaims, discussing arbitrator appointment, discussing timetables and dates of the arbitration hearing, discussing CDRS fees, costs and expenses, discussing the exchange of information, discussing potential witnesses or specialists, discussing the rules and procedures of the arbitration and other administrative matters. The administrative conference may be held in person or by telephone and may be conducted by the CDRS case administrator unless the arbitrator has been appointed, in which case, the arbitrator may conduct the administrative conference.

#### **RULE-A14 DISCOVERY**

CDRS recommends that the parties work out their own discovery schedule including the recommendation of a possible date(s) to hold the arbitration for the arbitrator to approve. If the parties cannot agree to any of the discovery issues, they may request a Pre-Arbitration Hearing Conference Call with the arbitrator who will render his/her decisions related to the disputed discovery issues. For a further clarification on the authority of the arbitrator related to discovery matters please see RULE-A18.

- (a) The arbitrator has the authority to request a Pre-Arbitration Hearing Conference Call if he/she feels that the discovery issues and/or schedule should be under the control of the arbitrator.
- (b) After the parties have developed a Discovery Schedule, it shall be forwarded to CDRS who shall forward the Discovery Schedule to the arbitrator for his/her review. The arbitrator can then render his/her comments and/or make changes to the Discovery Schedule or the arbitrator can sign the Discovery Schedule making the Discovery Schedule a Discover Order that must be followed by the parties.

#### **RULE-A15 PRE-HEARING ARBITRATOR’S CONFERENCE**

Arbitrators may require the parties to participate in a Pre-Hearing Arbitrator’s Conference. Parties may also request a Pre-Hearing Arbitrator’s Conference or Conference Call at any time. The conference may be held in person or may be held by teleconference phone call at the discretion of the arbitrator(s). Items to be discussed shall include but not be limited to the following: claims and counterclaims, interrogatories, pre-hearing pleadings, opening statements, closing statements, discovery, witnesses, depositions, the issuance of subpoenas, rules and procedures to be followed during the hearing, dates and location for the hearing, arbitrator disclosure information, need for a jobsite visit by the arbitrator, and other related items at the discretion of the arbitrator or at the request of the parties. The arbitrator shall be empowered to schedule additional pre-hearing arbitrator conferences if deemed necessary by the arbitrator or requested by one or more of the parties, with the approval of the arbitrator(s). At the conclusion of the pre-hearing conference, if appropriate, the CDRS case administrator

shall issue to the Parties, an *Arbitration Pre-Hearing Order* specifying the particulars of the arbitration as agreed to during the pre-hearing conference.

- (a) If both parties request a conference call with the arbitrator, CDRS will contact the arbitrator to determine a date and time to hold the conference or conference call. If only one party requests a conference call with the arbitrator, CDRS will contact the arbitrator who will make a decision as to whether to hold the conference call or not.

#### **RULE-A16 PARENT OR SUBSIDIARY INVOLVEMENT**

Where allowable by law, if a party to an arbitration is a subsidiary of a parent company, corporation or like entity, the parent organization may be named as a party to the arbitration, especially if the subsidiary is insolvent. This direct involvement by a parent organization shall be effective regardless of whether the parent organization was a signatory to the construction contract, arbitration agreement or similar document. The arbitrator shall have the responsibility and the authority to decide as to whether the parent organization should be named as a direct party to the arbitration.

#### **RULE-A17 PARTY REPRESENTATION**

A party to an arbitration may be represented by themselves, their attorney(s), or any individual(s) that the party designates to be their representative(s). The party must notify the CDRS case administrator if they are to have any other individual serve as their representative. The representative's name, address, phone number, fax number, e-mail and any pertinent information about the representative must be supplied in writing to the case administrator as soon as possible. Should a party decide to be represented by Counsel subsequent to the commencement of the arbitration process, that party must notify CDRS and the opposing party(s) with the contact information of Counsel.

#### **RULE-A18 ARBITRATOR'S POWERS, IMMUNITY AND AUTHORITY**

Unless there is written documentation to the contrary, the arbitrator shall have the authority and the power to establish such rules and regulations and direct certain actions as he/she/they shall deem just and expedient in respect to any procedure, rule or other matter in the arbitration process including but not limited to the following:

- (a) The arbitrator shall have the authority to decide if an arbitration clause in a contract, agreement, etc. is valid and enforceable. In addition, the arbitrator shall have the authority to decide the arbitrability of any and all disputes.
- (b) The arbitrator shall have the authority to decide jurisdictional issues such as the applicable state or local laws to be followed.
- (c) The arbitrator shall have the authority to order pre-hearing exchanges of information, including but not limited to the production of all documents, the designation and exchange of the names and addresses of general or expert witnesses who may be called upon to testify at the hearing, exchanges of summaries of testimony of the proposed witnesses, and other items of discovery.
- (d) The arbitrator shall have the authority to allow interrogatories from each of the parties to all of the other parties to the arbitration.
- (e) The arbitrator shall have the authority to determine the admissibility and presentation of evidence and to impose such procedures, as he/she deems necessary to maintain an orderly and fair hearing in the pursuit of fairness and justice for all parties.

- (f) The Arbitrator may “Swear-in” and/or administer an oath to all witnesses or those who will be testifying as part of the arbitration hearing.
- (g) The arbitrator may limit testimony to exclude evidence that would be immaterial or unduly repetitive, provided that all parties are afforded the opportunity to present material and relevant evidence in the furtherance of their case.
- (h) Any non-privileged evidence, including hearsay evidence shall be admitted by the arbitrator if it is the sort of evidence upon which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the admissibility of such evidence in a court of law, provided that the arbitrator may exclude evidence deemed to be cumulative.
- (i) The arbitrator shall have the authority to limit testimony and to exclude evidence that, in his/her opinion would be immaterial or unduly repetitive.
- (j) The arbitrator shall be responsible for the issuance of subpoenas, as he/she deems necessary or that is requested by the parties and attorneys or representatives of the parties if the local jurisdiction of the arbitration allows the issuance of subpoenas by an arbitrator. Subpoenas shall be completed by the parties and emailed to CDRS. CDRS will forward it to the arbitrator who will sign it if he/she deems it to be appropriate, will email it back to CDRS who will then return it to the party requesting the subpoena. It will then be the responsibility of the party requesting the subpoena to serve the subpoena as required by law.
- (k) The arbitrator shall authorize the scheduling of depositions mutually requested by the parties or after he/she has approved and authorized such depositions if only one party requests the deposition.
- (l) The arbitrator shall have the authority to limit the individuals who are allowed to be present at the arbitration hearing. As a general rule, witnesses, experts, etc. will be allowed in the hearing room only while they are giving testimony.
- (m) The arbitrator shall have the authority and power to request the production of books, records, construction contracts and related change orders, construction plans and drawings, and any other records, documentation and testimony that he/she/they deem necessary to conduct the arbitration.
- (n) If new information becomes available or new witnesses or specialists become known and available, if good cause can be shown and if allowed by the arbitrator, the party with the new information shall provide, in good faith, all documents and other items of discovery and/or a complete description of the information or a description of the testimony of the witness or specialist to the opposing party(s) and the arbitrator.
- (o) The arbitrator, if he/she deems it to be of assistance, may, at the parties’ expense, retain the services of an expert or professional witness such as an accountant, attorney, builder, remodeler, architect, building inspector, home inspector, material supplier or other individuals who may be of assistance in the conducting of the arbitration proceeding.
- (p) The arbitrator shall have the authority and power to proceed ex-parte in the event that either party or their representatives fails, after reasonable and proper notice, to attend a pre-hearing conference or fails to attend the arbitration hearing. (See RULE-A20(b)).
- (q) The arbitrator has the power and authority to grant any remedy or relief that the arbitrator deems just and equitable, to the extent allowable by law, and within the scope of the agreement of the parties, including but not limited to: interim awards, provisional remedies, punitive damages, temporary injunctive relief, declaratory relief, procedures to protect or conserve certain properties, for the safety and well-being of the Parties or general damages.

- (r) The arbitrator shall have the authority to put a hold on the arbitration process should the parties mutually agree to attempt to settle their dispute through conciliation, mediation or any other negotiating activity.
- (s) The arbitrator shall have the authority, at any time during the arbitration hearing, to suggest that the parties temporarily adjourn the arbitration hearing to allow the parties to attempt to settle any or all of their disputed items, with or without the use of a new CDRS mediator, without the assistance or involvement of the arbitrator. The arbitration shall reconvene at the direction the arbitrator. This process may be repeated multiple times during the arbitration hearing if the arbitrator so rules. Should the parties come to an agreement of any of the issues or claims being arbitrated as a result of their own negotiations, a mediation, etc., the arbitrator, with the mutual consent of all parties, may incorporate the agreements of the parties into the final arbitration award.
- (t) The arbitrator shall have the authority to rule on the validity of any objections to information being presented during the testimony at the arbitration.
- (u) The arbitrator shall have the authority to request "Post Hearing Briefs" or other post-arbitration submittals from any and all parties.
- (v) The arbitrator shall have the authority and power to decide on the date to close the arbitration process.
- (w) The arbitrator shall decide all details related to a documents only arbitration.
- (x) The Arbitrator and CDRS and its personnel are immune from civil liberty as is afforded a judge of the court. This Arbitral Immunity supersedes and supplements any immunity under any other law. Should a Party file a case with the courts against an arbitrator, CDRS or its personnel, the Party filing such case shall be responsible for the costs incurred by the Arbitrator, CDRS or its personnel in the defense of such charges.
- (y) An arbitrator or CDRS or its personnel may not be subpoenaed to be a witness or be required to testify or provide any documents in any future dispute between the Parties or other Parties. Should a party subpoena an arbitrator, CDRS or its personnel, that party shall be responsible for all of the fees and costs expended by the arbitrator, CDRS or its personnel in quashing the subpoena or related expenses incurred including all attorney fees and costs.
- (z) The arbitrator shall have the power and authority to interpret and/or rule on or establish any rule or procedure that is or is not covered by the CDRS *General Arbitration Rules and Procedures* specified herein or on any other CDRS Rules and Procedures being Utilized during the arbitration process including but not limited to the *Home Warranty Arbitration Rules and Procedures, the Home Inspection Arbitration Rules and Procedures, etc.*

#### **RULE-A19 WRITTEN RECORD, ELECTRONIC RECORDING AND PHOTOGRAPHY**

Any party desiring a written record of the arbitration hearing may, at their own expense, provide a stenographer or court reporter. A copy of the written record shall be provided to the arbitrator at no charge to the arbitrator. If any other party to the arbitration would like a copy of the written record, they may request a copy from the other party and shall pay their applicable share of the expenses of the stenographer or court reporter, or they may provide their own stenographer or court reporter at their expense and must also provide a copy of the written record to the arbitrator at no cost to the arbitrator. Under no circumstances shall an arbitration or any part of an arbitration be videotaped or recorded in any manner using any form of electronic video or recording equipment by the parties without the written approval by the arbitrator of CDRS Senior Case Administrator.. Only the arbitrator is permitted to record any or all of an arbitration hearing for his/her/their use in reviewing the evidence presented at the

arbitration hearing to assist in the preparation of the Arbitration Award. Photographing, video recording etc. shall also be barred from an arbitration hearing unless approve in writing by the arbitrator or the CDRS Senior Case Administrator.

## **RULE-A20 THE ARBITRATION AWARD**

The following rules and procedures shall govern the determination and rendering of the final Arbitration Award at the conclusion of the arbitration process:

- (a) The arbitrator shall consider evidence that he/she (they) finds relevant and material to the dispute, giving the evidence such weight as is appropriate. If there is a tripartite panel, a decision of the majority of the arbitrators shall prevail unless there is a written agreement specifying an alternate method of decision making by the arbitrators such as is common in advocacy arbitration hearings.
- (b) The arbitrator may proceed with the arbitration proceedings if a party and/or their representative is absent from the pre-hearing conference or from the arbitration hearing or any part of the arbitration hearing, as long as the absent party was given proper notice and no valid request for a postponement was received and approved by the arbitrator. The arbitrator will not form an opinion or render an Arbitration Award solely based on the fact that a party did not attend the arbitration hearing and will require the party(s) in attendance to present their case as if the missing party was in attendance. The Arbitration Award shall be rendered based on the evidence, testimony and other forms of proof that are presented to prove the party(s) case in addition to the other party(s) pleadings, claims, counterclaims or other information that is available to the arbitrator.
- (c) If the arbitration is non-binding, the arbitrator shall follow all procedures as if it were a binding arbitration and will render an Arbitration Award as if the arbitration was a binding arbitration.
- (d) The arbitrator will either render an Arbitration Award at the conclusion of the arbitration hearing or within thirty (30) days of the conclusion of the arbitration process, which is at the discretion of the arbitrator. The arbitrator may choose to not close the hearing at the conclusion of the evidentiary portion of the hearing if he/she (they) needs additional time to visit the jobsite, requests other information, requests post-hearing briefs or needs additional time to review the evidence and testimony presented to formulate his/her (their) final opinion. The arbitrator shall determine the date and time of closing the arbitration process as specified in RULE-18(u). The parties and the arbitrator may also extend the time frame for rendering the final Arbitration Award if they mutually decide to do so. (See RULE-A22)
- (e) The arbitrator shall render an Arbitration Award in which one party completely prevails over the other party should the facts so warrant. The arbitrator may choose to make a final Arbitration Award that represents a compromise between the parties if the facts and evidence so warrant.
- (f) If there is a written agreement as to which party shall be responsible for the payment of the fees of the arbitrator and other related CDRS costs and expenses of the arbitration, the arbitrator may, in the final award, make an allocation of the total CDRS costs related to the arbitration if there is a provision in the contract requesting the arbitrator to award the CDRS costs to be paid by one or more of the parties. The arbitrator shall also be empowered to allocate the payment of all of the expenses of the parties including but not limited to the parties' reasonable attorney's fees and expenses, witness expenses, and any other applicable expenses that the arbitrator deems to be proper for reimbursement of the parties only if there is a provision in the

contract requesting the arbitrator to award related fees and costs to the prevailing party or to the parties as determined by the arbitrator.

- (g) The arbitrator will render a final Arbitration Award and forward that Arbitration Award to the case administrator for issuance to the parties and/or their representatives. The CDRS case administrator may choose to forward the Arbitration Award to the Parties when the Award is received from the Arbitrator or may withhold the Arbitration Award as the case administrator deems it to be appropriate for reasons such as CDRS not being paid for CDRS and arbitrator services, etc.
- (h) If the Arbitration Award is part of an Arb-Med process or if the parties mutually agree to try to settle the dispute through further post-arbitration hearing negotiation or mediation, the arbitrator shall either wait to hear from the parties as to their settlement efforts or he may write his award and seal and hold the Arbitration Award until the subsequent negotiation of mediation efforts are concluded. If there is full settlement as a result of the negotiation or mediation, the arbitrator shall destroy the Arbitration Award and its contents shall not be revealed by the arbitrator. If there is a partial settlement as a result of the negotiation or mediation and one or more issues remains unresolved, the arbitrator shall be notified of the claims that were settled and shall write or re-write the Arbitration Award to address only the unresolved issues remaining after the mediation or negotiation. Should the parties settle some or all of the issues involved in the arbitration, the arbitrator may add the settled issues as part of the Arbitration Award only with the agreement of all parties and the arbitrator.
- (i) CDRS will issue the arbitration award via email when CDRS deems it to be appropriate. The case administrator may withhold and/or delay the issuance of the Arbitration Award if fees and costs due to CDRS are not or have not been paid when due. Any party to the arbitration may elect to pay any fees and costs due and payable to CDRS in order to advance and expedite the issuance of the Arbitration Award.
- (j) The case administrator may issue a "Certified Copy" of the Arbitration Award at a time he/she deems it to be appropriate. The case administrator may withhold and/or delay the issuance of the Certified Copy of the Arbitration Award if fees and costs due to CDRS are not or have not been paid when due. Any party to the arbitration may elect to pay any fees and costs due and payable to CDRS in order to advance and expedite the issuance of the Arbitration Award.
- (k) The Arbitration Award shall be in writing, shall be signed by each of the arbitrators. If the arbitration was an advocacy arbitration and there was only one neutral arbitrator, that arbitrator chair shall be the only signature required.
- (l) Unless a reasoned Arbitration Award is requested in advance and agreed to by the arbitrator, the arbitrator shall specify the Arbitration Award only and shall not contain any reasoning or justification of that award. A reasoned Arbitration Award may be requested at any time prior to the issuance of the Arbitration Award and will be issued only with the approval of the arbitrator(s) and upon the execution of a "Reasoned Award Agreement" which may include increased arbitrator's fees as required by the arbitrator and/or additional administrative fees as required by CDRS.
- (m) After the issuance of the Arbitration Award, a party may request a reasoning of the Arbitration Award. The reasoning will be allowed only upon the agreement of the Arbitrator and CDRS Case Manager. A Reasoned Award Agreement shall be signed by the parties and applicable additional fees, as determined by the Arbitrator and the CDRS Case Manager, shall be paid to CDRS prior to the Arbitrator issuing his/her reasoning of the Arbitration Award.
- (n) The Arbitration Award may be enforced in any court of competent jurisdiction.

- (o) Any party may apply to a court of competent jurisdiction to have the Arbitration Award vacated according to Section 10 of the Federal Arbitration Act and may not attempt to vacate the award for any other reason(s).

#### **RULE-A21 MEDIATION AND/OR WRITTEN SETTLEMENT AGREEMENT**

If the parties should agree to settle any or all of the disputed items during the arbitration hearing, according to RULE-A18(p), the arbitrator(s) shall review any settlement or other written agreement to determine the extent of the settlement agreements. If the arbitrator(s) determine that there is full settlement of all of the claims being handled by the arbitration process, and the written agreement or final mediation settlement agreement leaves no items in dispute, the arbitrator shall declare the arbitration process closed. If there are any unresolved items, the arbitrator shall determine the appropriate time to reconvene the arbitration proceedings to determine the appropriate Arbitration Award for the remaining unresolved items.

- (a) If the arbitrator(s) determine that all items have been settled and there is no written agreement as to the allocation of the fees and expenses for the arbitration and related procedures, the arbitrator(s) may render an award on the allocation of the expenses for the dispute resolution process, which may be added to the written agreement or final mediation settlement agreement or the arbitrator may issue an Arbitration Award stipulating the allocation of these expenses.
- (b) If there is a full settlement through the mediation, negotiation, etc., of all issues involved in the arbitration, with the agreement of all of the parties and the arbitrator, the arbitrator may write those issues that were settled in an Arbitration Award.
- (c) The arbitrator(s) shall forward a copy of the final settlement agreement and/or the Arbitration Award to the CDRS case administrator who shall issue a certified copy to each of the parties, according to RULE-A20(i)(j).

At the conclusion of the arbitration hearing, the Arbitrator may encourage the parties to attempt to settle any or all of the claims that were addressed during the arbitration hearing. Should the parties elect to attempt to settle any of the claims of the arbitration, the arbitrator shall not close the arbitration hearing until he/she has heard from the parties as to any claims that might have been settled through the post-arbitration mediation or settlement or negotiation processes. Should the parties settle any of the claims addressed by the arbitration process, the arbitrator will not include his/her decision related to that claim(s) in the Arbitration Award other than to note that the claim(s) was settled by the parties. The arbitrator will close the arbitration hearing upon notification of the results of the post-arbitration settlement results.

- (a) Under no circumstances shall the arbitrator serve as a mediator or be involved in the settlement or mediation efforts related to this case.
- (b) Should the parties wish to have the claims that were settled through mediation, settlement negotiations, etc., added to the Arbitration Award, the arbitrator will need to agree to add them to the Arbitration Award.

#### **RULE-A22 CLOSING OF THE ARBITRATION HEARING**

An arbitration hearing shall be considered closed at the latter of the end of the formal arbitration hearing, at the conclusion of a post-arbitration hearing jobsite visit by the arbitrator or when the last post-hearing brief is submitted to the arbitrator after the formal hearing had been completed or at any other time as determined by the arbitrator. Any specified time schedule for the rendering of the Arbitration Award shall commence from that date of the closing of the arbitration process. (See RULE-A20(d) or RULE-A21). If the arbitrator has



requested post-hearing briefs or will make a jobsite visit after the arbitration hearing has concluded, the arbitration process will not be officially closed until the last post-hearing brief has been received by the arbitrator(s) or until the close of the day upon which the jobsite visit occurs. Replies or responses to post-hearing briefs will be permitted as determined by the arbitrator. The thirty day or specified time to issue the Arbitration Award shall commence at the time when the last post-hearing brief and reply shall be received by CDRS.

#### **RULE-A23 REOPENING OF THE ARBITRATION HEARING**

At the request of any party or their representative to the arbitration, or at the discretion of the arbitrator, the arbitration hearing may be reopened for just cause at any time prior to the issuance of the Arbitration Award if the arbitrator consents to the reopening of the arbitration hearing. The parties understand that there may be an extension of time required to issue the Arbitration Award if the re-opening of the arbitration hearing would place the issuance of the Arbitration Award beyond the designated time for the Arbitration Award to be rendered. If there was no specified date for the Arbitration Award to be issued, the Arbitration Award will be issued within 30 (thirty) days of the closing of the reopened arbitration hearing unless there are post-arbitration submittals required by the arbitrator at the conclusion of the re-opened hearing. (See RULE-A22)

#### **RULE-A24 CORRECTION AND/OR CLARIFICATION OF THE AWARD**

After receiving a copy of the Arbitration Award from CDRS, any party to the arbitration may request to the CDRS case administrator that a correction be made to the Arbitration Award concerning typographical, computational, grammatical, or any other similar correction that may be necessary to the Arbitration Award. In addition, a request for clarification shall be allowed if the parties do not completely understand the terms and conditions of the Arbitration Award.

- (a) Any party who wishes to request a correction must make the request in writing to the CDRS case administrator within 21 days after the receipt of the Arbitration Award from CDRS.
- (b) A copy of the request must also be sent to all of the other parties to the arbitration by the requesting party by certified or registered mail, return receipt requested, or by service as authorized for the commencement of a civil action as stipulated in the jurisdiction in which the arbitration was conducted.
- (c) The other parties must respond to the request within 14 days. No response from the other parties will be considered as an acceptance of the request.
- (d) After the 14 days mentioned in RULE-A24(c) have expired, the CDRS case administrator will forward the request to the arbitrator(s) for review and comment and that arbitrator(s) will respond to that request within 14 days.
- (e) The CDRS Case Administrator shall have the option of sending the request for clarification directly to the arbitrator if the case administrator determines that permission or comments from the other party is not required.
- (f) The case administrator will then notify the parties as to the decision of the arbitrator(s).

After receiving a copy of the Arbitration Award from CDRS, any party to the arbitration may request a clarification of any of the provisions or specifications of the Arbitration Award.

- (a) Any party who wishes to request a clarification of the Arbitration Award must make the request in writing to the CDRS case administrator within 21 days after the receipt of the Arbitration Award from CDRS.
- (b) A copy of the request must also be sent to all of the other parties to the arbitration.

- (c) The request will be forwarded to the arbitrator who will decide whether he/she shall honor the request for the clarification.
- (d) The CDRS Case Administrator shall have the option of sending the request for clarification directly to the arbitrator if the case administrator determines that permission or comments from the other party is not required.
- (e) The arbitrator shall issue the clarification to CDRS within 30 days of the written decision to approve of the clarification.
- (f) At the discretion of the arbitrator, there may be additional arbitrator fees charged to the party(s) requesting the clarification as specified by the arbitrator including additional administrative costs incurred by CDRS.
- (g) The case administrator will forward the clarification to all parties to the arbitration after the additional fees and costs have been forwarded to CDRS, if applicable.

#### **RULE-A25 ARBITRATION APPEALS**

Appeals may only be filed as allowable by the Federal Arbitration Act. In addition, if there is an appeal process specified in the construction contract or related document of the parties, that process will be followed as long as it is not contrary to law and has been agreed to by CDRS prior to the commencement of the arbitration process. The appeal process shall be determined by the CDRS Senior Case Administrator as appropriate for each case. The CDRS Senior Case Administrator shall review all claims for appeal and shall determine if the claim merits the appeals process. There shall be an additional fee required for any request for appeal as determined by the CDRS Senior Case Administrator.

- (a) If any party feels that the Arbitration Award may be vacated by a court of competent jurisdiction according to section 10 of the Federal Arbitration Act, that party may apply to CDRS to have a second arbitrator decide if the Arbitration Award would be vacated by the court. The decision of the second arbitrator would be through a documents only submission by the parties. If the second arbitrator determines that the Arbitration Award would most likely be vacated by the court, a new arbitration hearing would be arranged by CDRS to be handled by a new arbitrator as per RULE-A8(b). The new arbitration would be held only with the agreement of all parties to the arbitration. If a party does not wish to proceed with the new arbitration, the party requesting the arbitration appeal will have the ability to file a case with a court of competent jurisdiction to request that the original Arbitration Award be vacated.
- (b) Should either party choose to file a motion to vacate the award with the courts after an Arbitration Award is issued by CDRS or after an appeal to CDRS is denied, the prevailing party in court shall be entitled to their costs and expenses related to the court challenge including reasonable attorney's fees and related expenses as deemed to be appropriate by the judge.

#### **RULE-A26 FEES, COSTS AND EXPENSES**

All fees, costs and expenses of the arbitration should be specified and agreed upon in the *Agreement to Arbitrate* or in other documents to the arbitration.

- (a) Unless there is a fee structure specified in the construction contract or if the contract or agreement specifies that the fees shall be as specified by the arbitration provider, all CDRS fees shall be shared equally by the parties although personal expenses such as private attorneys, experts, etc. shall be the direct responsibility of the parties. General attorney's fees may be awarded to any party only if there is a provision in the contract or agreement allowing the attorney's fees and/or related expenses to be reimbursed to a party or if the parties mutually agree to allow the

arbitrator to award such fees. Attorney's fees and related costs related to compelling a party to participate in the arbitration process may be awarded to the compelling party even if there is no provision for awarding such fees mentioned in the contract or agreement.

- (b) A deposit shall be required on all arbitrations. The CDRS case administrator shall have the authority to invoice the parties for deposits or for expenses of the arbitrator as per RULE-A6. Non-payment of the deposit may necessitate the postponement or cancellation of the arbitration process.
- (c) Should the arbitrator decide to hold a "documents only" arbitration as specified in Rule A4(a), the costs of the documents only arbitration are to be paid in accordance with the fees specified for the standard arbitration process.
- (d) Especially on larger arbitration cases, it may be necessary for the case administrator to invoice the parties for interim deposits or according to a specified payment schedule. If a party does not make their payment when due, the arbitration process may be interrupted, postponed or cancelled at the direction of the case administrator or arbitrator.
- (e) At the conclusion of the arbitration hearing or at a time to be determined by the CDRS case administrator, the parties will be invoiced for their applicable portion of the arbitration fees, costs and expenses plus applicable sales taxes or gross receipts tax, if applicable. Failure to pay when due may delay the issuance of the certified copy of the Arbitration Award as per RULE-A20(i)(j).
- (f) If there is a need for a jobsite or site visit, post-hearing briefs, or any other reason why the arbitration process is not concluded at the end of the arbitration hearing, the parties will receive an invoice at the end of the arbitration hearing and another at the conclusion of the arbitration process. Failure to pay when due may delay the issuance of the certified copy of the Arbitration Award as per RULE-A20(i)(j).
- (g) If one of the parties fails to make payment when required, any other party may make the outstanding payment to facilitate the continuation of the arbitration process or the issuance of the Arbitration Award. Reimbursement of fees paid by one party for another party may be added to the Arbitration Award at the discretion of the Arbitrator.
- (h) If there is a request for an appeal or for any additional services of CDRS, there may be additional fees required as will be determined by the Case Administrator
- (i) Should a clarification of an award be requested, the fee for the clarification shall be the standard arbitrator's hourly fee unless there is another fee as specified in an agreement between the parties and CDRS which shall be payable to CDRS prior to the clarification being issued by CDRS..
- (j) All applicable expenses and a description of the fees and costs of the arbitration process are published on the CDRS website [www.cosntructiondisputes-cdrs.com](http://www.cosntructiondisputes-cdrs.com),
- (k) CDRS administration fees are generally included in the arbitrator's hourly fees. If an arbitration is cancelled prior to the arbitrator providing his/her services and CDRS had spent in excess of 2 hours handling administrative issues, CDRS may invoice the parties for their applicable share of administrative fees expended in excess of 2 hours.
- (l) Postponement and Cancellation fees are covered in RULE-A9 and RULE-A33. Should one party cause a postponement of an arbitration hearing resulting in increased costs for the opposing party, the opposing party may request reimbursement of those additional fees and costs from the arbitrator as part of the Arbitration Award.
- (m) Should a new arbitration be scheduled as specified in RULE-A25(a), the Parties shall be responsible to pay all costs related to the new arbitration.

- (n) Should an Arbitrator become ill or for any other reason why a new Arbitrator be assigned to a case, the first Arbitrator shall be paid for his/her services rendered prior to the assignment of a new Arbitrator. The Parties will be responsible for payment of all fees related to the new arbitration including fees to rehear information that was previously presented at the prior arbitration hearing.
- (o) Should a party not pay the CDRS requested deposit, the opposing party may pay that unpaid deposit which may be awarded back to the paying party by the arbitrator.
- (p) Should a party not pay the final payment required by CDRS to allow the issuance of the arbitration award and the opposing party chooses to pay that fee to facilitate the issuance of the arbitration award, the arbitrator may specify in the arbitration award that the extra payment by a party shall be reimbursed to the party making the additional payment or the arbitrator may issue an Amended arbitration award that would reimburse the paying party for their extra payment.
- (q) General administration charges of CDRS are incorporated in the arbitrator's fees. Should the case manager determine that he/she is expending in excess of the standard time required by the case manager, the case manager can invoice the party(s) that he/she deems to be responsible for the case manager's additional time.

#### **RULE A-27 CONSOLIDATED AND CLASS-ACTION ARBITRATIONS**

At the request of the parties, CDRS may conduct a consolidated, multi-party or class-action arbitration process.

- (a) If the same parties are involved in multiple disputes related to the same or different contracts, they can request that CDRS conduct one consolidated arbitration process to settle the multiple disputes.
- (b) If two or more parties have the same or similar dispute with the same builder, contractor, remodeler, developer, architect, materials provider, service provider, real-estate agent, etc., those parties may request that those same disputes be conducted in a single multiple party or class-action arbitration process.
- (c) Prior to the selection of the arbitrator(s), the CDRS Senior Case Administrator will review the request from the parties to determine if they meet the requirements to conduct a consolidated, multiple party or class-action arbitration process.
- (d) If there is an arbitrator selected prior to the decision of the CDRS Senior Case Administrator related to the approving of the consolidated arbitration, multiple-party or certifying that a class exists, the arbitrator and the CDRS Senior Case Administrator will review the request from the parties to determine if they meet the requirements to conduct a consolidated, multiple-party or class-action arbitration process.
- (e) In a consolidated arbitration, multiple party or class action arbitration, at the discretion of the arbitrator, there may be one, two or more Arbitration Awards issued or there may be one Arbitration Award issued that covers the multiple disputed issues and multiple parties.
- (f) In a multiple party or class-action arbitration, there shall be one Arbitration Award unless the parties, the arbitrator and the CDRS Senior case manager agree to two or more Arbitration Awards.
- (g) In a consolidated or multiple party arbitration, the parties shall file multiple "Requests for Arbitration" with CDRS and shall pay the appropriate multiple filing fees to be specified by the case administrator.
- (h) In a consolidated arbitration, multiple party arbitration, or class action arbitration, the Parties shall share the CDRS costs of the arbitration process equally unless there is

a specified payment process in a contract or other document between the parties or unless specified differently by the CDRS Senior Case Administrator.

- 1) If the parties in a multiple party arbitration are represented by the same Counsel, the multiple parties and the respondent shall equally share the cost of the arbitration. The multiple parties or class action parties will be considered to be one party for payment purposes.
- 2) If the parties in a multiple party arbitration are represented by different Counsel, each party represented by different Counsel shall be required to pay the required CDRS case filing fee and shall share in the payment of the arbitration fee applicable to the claimants.
- 3) In a class-action arbitration, the Claimant(s) shall share  $\frac{1}{2}$  the costs of the arbitration process equally and the Respondent(s) shall pay  $\frac{1}{2}$  of the CDRS costs of the arbitration process unless there is a specified payment process in a contract or other document between the parties or unless specified differently by the CDRS Senior Case Administrator.

#### **RULE-A28 UNSPECIFIED RULES AND PROCEDURES**

In accordance with RULE-A18(z), the arbitrator(s) shall have the power and authority to rule on or establish any rule or procedure that is not covered by the CDRS *Arbitration Rules and Procedures*. If an arbitrator has not been appointed to the case, the CDRS case administrator shall have the power and authority to decide on any rule or procedure that is not covered in these rules and procedures or may defer a decision until an arbitrator has been appointed.

#### **RULE-A29 AUTHORIZED USE OF RULES AND PROCEDURES**

As these Arbitration Rules and Procedures are copyrighted by CDRS, any ADR procedure(s) that are utilized and/or any ADR procedure that is conducted according to these Rules and Procedures that is not in conjunction with a case being administered by CDRS, an individual or entity must first obtain written permission from CDRS before utilizing these Rules and Procedures in any way. Any individual or entity that violates the terms of this rule shall be subject to the fees and expenses as specified by the CDRS Senior Case Administrator.

#### **RULE-A30 SEVERABILITY**

If any of these Arbitration Rules and Procedures are deemed to be contrary to applicable law by a court of competent jurisdiction or are declared to be void by any court or through any legal process, all other Arbitration Rules and Procedures shall remain in force and only the Rule or Procedure that is contrary to applicable law or voided shall be severed from these Arbitration Rules and Procedures.

#### **RULE-A31 OBSERVERS**

CDRS has the authority, with the approval of the arbitrator(s), to allow up to three CDRS ADR Specialists to attend all meetings, conference calls or hearings as observers for educational purposes only. These CDRS ADR Specialists will not participate or be involved with the arbitration in any manner.

#### **RULE-A32 ACCELERATED ARBITRATION PROCESS**

CDRS provides an "Accelerated Arbitration Process" for those parties who wish to conduct an arbitration in a faster and more simplified manner compared to the standard arbitration process. The accelerated arbitration process uses these arbitration rules as the basis for the arbitration process and provides special Accelerated Arbitration Rules and Procedures that supersede and modify these rules and procedures as specified. The CDRS Senior Case

Administrator may modify the Accelerated Arbitrator Process as he/she determines it to be appropriate.

### **RULE-A33 POSTPONEMENT OR CANCELLATION**

The following rules and procedures shall be followed in relation to the postponement or cancellation of an arbitration.

- (a) Upon a request by any of the parties to the arbitration, the arbitrator shall determine if there is good cause or compelling circumstances that would merit a postponement or cancellation of the arbitration process. If the arbitrator approves the request for a postponement, the arbitrator and/or the case administrator shall select and specify the rescheduled date(s) of the arbitration hearing. The arbitrator and/or the case administrator shall make every effort to accommodate the requests of the parties as to a convenient date(s) to conduct the rescheduled arbitration hearing.
- (b) Should the parties request a postponement or cancellation of the arbitration process prior to the appointment of the arbitrator, the decisions mentioned in (a) above shall be decided by the CDRS Senior Case Administrator.
- (c) If the arbitrator determines that the arbitration hearing needs to be postponed or cancelled due to an illness or injury to one of the parties or to the arbitrator, due to inclement weather, due to non-payment of fees due to CDRS, due to travel arrangement problems or due to any other reason where the arbitrator decides that a postponement or cancellation is necessary, the case administrator will notify the parties as soon as practicable as to the postponement and the date(s) of the rescheduled arbitration hearing. The case administrator shall make every effort to accommodate the requests of the parties as to a convenient date(s) to conduct the rescheduled arbitration hearing.
- (d) After a case has been filed with CDRS, any scheduled arbitration that is cancelled prior to the selection of a date(s) to hold the arbitration hearing or more than 22 days in advance of the scheduled arbitration date shall receive a 75% deposit refund of the arbitration fees less administrative charges incurred and any billable time and expenses from the arbitrator. An arbitration that is cancelled between 8 and 21 days in advance of the scheduled arbitration date shall receive a 50% deposit refund of the arbitration fees less applicable arbitrator and administrative charges incurred. Any scheduled arbitration that is cancelled less than 7 days in advance of the scheduled date shall receive a 25% deposit refund of the arbitration fees less applicable arbitrator and administrative charges incurred. Should CDRS determine that they have expended an unusually high number of hours in the administration of the case prior to it being cancelled, CDRS may charge the parties, as CDRS deems to be appropriate, additional administrative fees which may lessen any refunds due to the parties. There shall be no refund of the CDRS case filing fee. CDRS may require the party(s) who cancel the arbitration process to submit a "full release" of the responsibilities of CDRS prior to CDRS issuing a refund to the parties. No refund will be paid by CDRS until they have received the requested full release from the parties involved in the dispute. Should CDRS decide to retain legal counsel to address a request for a refund, these legal costs expended by CDRS will be deducted from any refund.
- (e) If the arbitration is postponed for more than 60 days, all time and expenses of the arbitrator that have accumulated and all prepaid expenses such as airfare expenses, non-refundable meeting room rentals, etc. will be invoiced to the parties by CDRS and must be paid as specified by CDRS prior to the re-commencement of the arbitration process.

- (f) An arbitration hearing that is cancelled or postponed less than 72 hours prior to the scheduled session is subject to an additional \$300.00 cancellation or postponement fee, which is payable by the party(s) responsible for the cancellation or postponement. If the session is permanently cancelled, all time and expenses that have accumulated and all prepaid expenses such as airfare expenses are also fully chargeable and are reimbursable to CDRS.
- (g) If CDRS has expended time on a case prior to the appointment or involvement of an arbitrator, CDRS shall be compensated for the administrative time spent on this case.
- (h) Special postponement or cancellation fees may be arranged with the arbitrator or the CDRS Senior Case Administrator and will supersede RULE-A33.
- (r) The CDRS Senior Case Administrator shall have the authority to allocate the additional costs of a postponement or continuance of an arbitration hearing to the Party who the CDRS Senior Case Administrator considers to be responsible for the postponement or continuance, regardless of any law or regulation or contract or agreement that specifies who is to pay the arbitration fees.. Should one party cause a postponement of an arbitration hearing resulting in increased costs for the opposing party, the opposing party may request reimbursement of those additional fees and costs from the arbitrator as part of the Arbitration Award.

#### **RULE-A34 INTERNATIONAL ARBITRATION RULES AND PROCEDURES**

International Arbitrations conducted by CDRS shall be conducted according to the “CDRS International Arbitration Rules and Procedures” or by the rules and procedures as agreed to and specified by the parties.