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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Completed by: | |  |  | Title/Position: | |  |  | Date: |  |
| County: |  | | | |  | |  | | |
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**Instructions:**

Please complete the questions below. Please be as specific and detailed as possible with your answers. The SC-CMS Project Team will use your answers to discuss business processes with you and to help with the configuration of Odyssey for your implementation.

**Arbitration**

1. What local court rules (LMAR) do you have, if any, that supersede the Mandatory Arbitration Rules?

1. Please define your Arbitration initiating document(s) (i.e., dedicated pleadings; combined Note for Trial/Statement of Arbitrability, Order Transferring to Arbitration, etc.)

1. Does your county charge a fee for Arbitration?

1. Who is responsible for entering the Arbitration initiation case event? Is your Arbitration Coordinator a Clerk’s Office or Court Admin employee?

1. Once the initiating case event is entered, who is notified that the case is ready for review and processing in arbitration? How is that individual notified?

1. How are the Arbitration forms/documents created and maintained? Who performs these functions?

1. How are arbitrators appointed to the case? Do you use strike lists? Please provide some detail regarding your process for specific case type arbitrator assignments.

1. How does the arbitrator access the case file for review, if needed?

1. What hearings are scheduled through the court, if any? How do you track the arbitration hearing date(s) and hearing continuances?

1. Do you adhere to the Arbitration deadlines as set forth in the Mandatory Arbitration Rules? If not, what deadlines do you impose?

1. What is the process for filing the Arbitration Award? What is the process once the arbitrator files the award? How do you process Arbitration billing(s)?

1. Does your county charge a fee for Trial de Novo?

**List Existing Forms and Reports**

1. Please provide a copy of your Arbitration forms, in Word format if possible.

1. Please list any reports you run related to the Arbitration process.

Please submit the completed worksheet and supporting documentation, if any, at [sccmsproject@courts.wa.gov](mailto:sccmsproject@courts.wa.gov).