

## Frequently Asked Questions about the CSLB ARBITRATION PROGRAM

**Q. How was my Arbitrator assigned? Is he/she qualified to hear my case?**

A. AMCC is proud to offer a panel of highly skilled, experienced and neutral Arbitrators. Each of the CSLB Arbitrators has extensive experience in their respective industries. AMCC's panel consists of trade experts and attorneys, each of whom are technically competent and procedurally sophisticated in arbitration theory and practice. In Voluntary Arbitration matters only with disputes between \$25,000 and \$50,000, a selection of Arbitrators will be presented to the parties.

**Q. I cannot make the date assigned for the hearing. How do I request a continuance?**

A. The Arbitration should be treated similar to a court date and scheduled on your calendar with top priority. Continuances are limited and will only be granted for good cause if requested in a timely fashion. In order to request a continuance, you must complete a Request for Continuance form available at [www.AMCCenter.com](http://www.AMCCenter.com). Please submit this form via email as soon as possible for full consideration. **Note:** Submittal of a Request for Continuance DOES NOT guarantee that a continuance will be granted. If a continuance is granted, both parties will be notified. If a continuance is denied, the requesting party will be promptly notified.

**Q. Should I send my evidence to the Arbitrator and opposing party in advance of the hearing?**

A. Yes. Prior to the hearing, the parties are requested to exchange their documentary evidence with each other and the Arbitrator in accordance with the Hearing Notice.

**Q. How do I participate via Zoom Video Conference?**

A. You may be present via either telephone or videoconference using the information provided in the Hearing Notice sent to you. The Zoom Video platform has been proven to be very effective, and is a widely used, user friendly, and universally successful option that will afford you the same rights and ability to present your case as an in person hearing. You may request an in-person hearing for consideration, if necessary.

**Q. How should I fill out my arbitration worksheet? What is this worksheet used for?**

A. Please provide as much information on this form as possible; however, the exclusion of data does not preclude it from being presented as evidence. The worksheet is for informational purposes only and is provided to the Arbitrator prior to the hearing.

**Q. If I have an Industry Expert and want him to participate in the hearing, what do I do?**

A. It is your responsibility to arrange for all witnesses to participate in the hearing as scheduled, which includes the Industry Expert. Please advise the Arbitrator at the time of the hearing if the Industry Expert will be participating. **Note:** Continuances are not typically granted for Experts that are unable to participate as the parties can utilize the written report submitted by the Expert.

**Q. Do I need an Attorney for the Arbitration hearing?**

A. The choice to hire legal representation is at your sole discretion. Arbitrators are skilled in conducting hearings either with the individual parties representing themselves or with Counsel present. If you hire an attorney, please advise AMCC with a letter of representation from the attorney. Be advised that attorney fees for the Arbitration proceedings are not subject to Award pursuant to Business & Professions Code §7085.3.

**Q. Can I or my attorney subpoena documents and/or witnesses in the CSLB Arbitration process?**

A. No. Documents and/or witnesses can be requested directly from the opposing party, but not subpoenaed, as there is no jurisdiction conferred on AMCC to order discovery.

**Q. What happens if I choose not to attend the hearing? Will a default judgment be made against me?**

A. Failure to attend the scheduled hearing does not automatically result in a default judgment. If one or both parties fail to participate, the Arbitrator will continue with the proceedings assuming that both parties have received ample notice of the hearing date and time. The Arbitrator will consider all documentation submitted by the parties as well as any verbal testimony offered during the hearing.

**Q. When will I know what the Arbitrator has decided?**

A. Business and Professions Code §7085.5(q) provides for thirty (30) days from close of the hearing to render an Award. The Award may be sent via email and / or certified mail.

