

# ATTENTION

**PLEASE READ THE ENCLOSED HEARING NOTICE AND FAQs IN THEIR ENTIRETY AS THEY CONTAIN IMPORTANT INFORMATION.**

**YOU MUST PROVIDE COPIES OF ALL PERTINENT DOCUMENTS TO THE ARBITRATOR AND OPPOSING PARTY, INCLUDING BUT NOT LIMITED TO ANY CONTRACT DOCUMENTS, PHOTOS AND PROOF OF FINANCIAL INJURY AND STAMPED MECHANIC'S LIENS, AS WELL AS CORRECTION/COMPLETION ESTIMATES OR OTHER EXPERT WITNESS FINDINGS.**

**AMCC DOES NOT RECEIVE DOCUMENTS FROM THE CSLB. PLEASE KEEP ANY AND ALL ORIGINAL DOCUMENTS AS THEY WILL NOT BE RETURNED.**

**THE ARBITRATION AWARD RENDERED IS FINAL AND BINDING. THERE IS NO APPEAL PROCESS AND VERY LIMITED GROUNDS FOR A CORRECTION TO AN AWARD.**

## CHECKLIST

- I have thoroughly read both the Hearing Notice and Frequently Asked Questions.
- I have calendared my hearing date and time.
- I understand that neither AMCC nor the Arbitrator receive the Complaint Form, any information or documents I sent to the CSLB. I must submit these items if I want the Arbitrator to consider them.
- I understand that attorney fees will not be awarded in this forum.
- I have contacted the CSLB Industry Expert and any other Expert I will rely on to participate in the hearing.
- I have submitted my documentary evidence to the opposing party directly and to the Arbitrator by the deadline provided on the Hearing Notice, including:
  - Contract documents
  - Correcting estimates
  - Photographs
  - Proof of financial injury
  - Proof of payments made or received
  - Any relevant information to aid in proving my case, avoiding any non-relevant information such as punitive damages, civil remedies or disciplinary requests.
- I have submitted my evidence in a meaningful order that will allow for the efficient presentation of my case; preferably in the order in which claims are submitted on the Submission Form.
- If seeking removal, I have a stamped copy of my Mechanic's Lien.
- I have proof for each claimed item and itemized my financial damages.
- I understand that I must keep originals as they will not be returned to me if submitted.
- I understand that the Arbitration Award is final and binding and that there is no appeal process.