



## ALTERNATIVE DISPUTE RESOLUTION INSTITUTE OF BC - ADRBC

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### Request for Referral and Appointment

Email or mail to ADRBC

*Provide the following information on your letterhead or complete this form and email or mail to ADRBC with your business card attached. Indicate the payment method for item (4) below*

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**1) Request from**

Your name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your company name, address, phone, and email:

**2) Please provide a list of ADRBC mediators \_\_\_\_\_ arbitrators \_\_\_\_\_ for a**

\_\_\_\_\_ dispute.  
*(eg: construction, contract, family, partnership, strata/condominium. If a condominium dispute, please also attach the appropriate Strata Act forms).*

Your file or reference number (if applicable): \_\_\_\_\_

**3) Arbitrator / Mediator has experience in the area of:**

\_\_\_\_\_

**4) An Initial Fee due when filing the Request [for Referral/Appointment of an Arbitrator](#) (***which is non-refundable***) payable to ADRBC. If the value of the dispute is:**

\$0.00 to \$10,000.00, the Initial Filing fee is \$350.00 plus GST

\$10,001.00 to \$75,000.00, the Initial Filing fee is \$600.00 plus GST

\$75,001.00 to \$150,000.00, the Initial Filing fee is \$1,000.00 plus GST

\$150,001.00 to \$500,000.00, the Initial Filing fee is \$2,000.00 plus GST

\$500,001.00 to \$5,000,000.00, the Initial Filing fee is \$4,000.00 plus GST

\$5,000,001.00 and over, the Initial Filing fee is \$5000.00 plus GST

- 5) Cheque \_\_\_\_\_ Money Order \_\_\_\_\_  
Call the office to pay by credit card \_\_\_\_\_
- 6) Brief description of the dispute (attach separate page if required). Please **DO NOT** send documents to ADRBC.
- 7) Name, address, phone, and email of each party in the dispute:  
Claimant (if different from 1 above): Respondent:

8) If either party is represented by legal counsel, or another representative, please provide names, addresses, phone, and email:

Representing the Claimant:

Representing the Respondent:

9) Please reply to: \_\_\_\_\_ Claimant and Respondent directly  
\_\_\_\_\_ Representatives of the Claimant and Respondent

10) Approximate value of the dispute: \$ \_\_\_\_\_

11) Is there an arbitration / mediation clause in your contract? Yes \_\_\_\_\_ No \_\_\_\_\_  
Attach copy of the relevant clause, **NOT** the entire contract

12) If there is no clause, have the parties agreed to resolve the dispute using arbitration / mediation?  
Yes \_\_\_\_\_ No \_\_\_\_\_

a) Live hearing (in person) request Yes \_\_\_\_\_ No \_\_\_\_\_  
with a single arbitrator Yes \_\_\_\_\_

with a panel of three (tribunal) Yes \_\_\_\_\_

b) Documents only hearing Yes \_\_\_\_\_ No \_\_\_\_\_

13) Individual practitioners, not the Institute, set their own fees for mediation or arbitration (generally an hourly rate) based on their experience, skill, and profession and on the matters in dispute. It is recommended that the parties discuss these fees with the practitioner before proceeding with the process.