



ALTERNATIVE DISPUTE RESOLUTION INSTITUTE OF BC - ADRBC

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 E-mail: info@adrbc Web site: www.adrbc.com

Request for Referral and Appointment

Email or mail to info@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.

1. 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): _____
2. Arbitrator / Mediator has experience in the area of:

3. An Initial Fee due when filing the Request for Referral/Appointment of an Arbitrator (**which is non-refundable**) is payable to ADRBC. If the value of the dispute is:
 - \$0.00 to \$10,000.00, the list fee is \$350.00 plus GST
 - \$10,001.00 to \$75,000.00, the list fee is \$600.00 plus GST
 - \$75,001.00 to \$150,000.00, the list fee is \$1,000.00 plus GST
 - \$150,001.00 to \$500,000.00, the list fee is \$2,000.00 plus GST
 - \$500,001.00 to \$5,000,000.00, the list fee is \$4,000.00 plus GST
 - \$5,000,001.00 and over, the list fee is \$5000.00 plus GST
4. Cheque enclosed ___ Money Order enclosed ___ I will call the office to pay by credit card ___
5. Brief description of the dispute (attach separate page if required). Please **DO NOT** send documents to ADRBC.

6. The Claimant has sent a request to commence an arbitration to the Respondent prior to requesting an arbitrator. (Note: this is required unless you are requesting arbitration administration services¹)

Yes _____

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. Approximate value of the dispute: \$ _____

10. Is there an arbitration / mediation clause in your contract? Yes _____ No _____
Attach copy of the relevant clause, **NOT** the entire contract

11. If there is no clause, please confirm the parties have agreed to resolve the dispute using arbitration and are aware of the pending arbitration?

Yes _____

¹ If you require arbitration administration services under the ADRIC Arbitration Rules, please contact admin@adric.ca

13) Type of arbitration:

a) Live hearing (in person) Yes _____ No _____

with a single arbitrator Yes _____

with a panel of three (tribunal) Yes _____

b) Documents only hearing Yes _____ No _____

14) I understand the list of arbitrators will be sent to all parties and their counsel.

Your name: _____

Signature: _____

Date: _____

Your company name, address, phone, and email:

Note re arbitrator Fees: 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.