

**AIKEN THOMASON**  
MEDIATION | ARBITRATION

CHANGE DATE

VIA E-MAIL:

VIA E-MAIL:

Re:     \*

Dear \*:

Let me confirm your agreement that I will serve as the arbitrator for your clients' dispute. I have enclosed my "*Agreement Between Parties and Arbitrator*." If the Agreement is satisfactory, please sign and have your clients sign and return it to me by \*day, \*, 2025. If the parties or counsel know of any conflict or contact that may be relevant, please contact me immediately. If you have comments, please let me know.

I have scheduled a preliminary hearing on \*day, \*, 2025 at \*:00 a.m./p.m. (Arizona/MST). All parties should connect using this Zoom link: \* (Meeting ID: \*; Password: \*). An outlook calendar entry with instructions will also be sent. In preparation for our call, please discuss hearing dates and pre-hearing deadlines, including the date for exchange of documents. I would appreciate your submission of proposed pre-hearing deadlines by \*day, \*, 2025 by noon.

Please note that claimants and respondents must deposit \$ \_\_\_\_\_ each for their portion of the expected arbitration fee no later than **90/120** days before the scheduled arbitration.

In those cases where an arbitration has been scheduled for 2 or more days, if the parties cancel or postpone the arbitration within 60 days of the start of the scheduled hearing, the parties owe the full amount of the arbitrator's compensation for the hearing dates scheduled. The cancellation fee will be allocated equally between the parties unless we are advised that the parties have a different agreement.

My file and any exhibits and deposition transcripts will be destroyed 30 days after settlement or submission of the final award. Parties wishing to retain their exhibits or deposition

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transcripts should make arrangements to pick them up before the expiration of 30 days from a settlement or final award.

Thank you for the opportunity to serve as your arbitrator.

Sincerely,

TIM THOMASON PLLC

Timothy J. Thomason

SKA:dmb

Enclosure