

ADR TIMETABLE

All events are expected to occur as soon as possible unless otherwise noted.

| Event | EARLY NEUTRAL EVALUATION | MEDIATION | ARBITRATION |
|--|--|---|---|
| Order of Referral provided to the ADR Administrator. | Standard Procedure. | Standard Procedure. | Standard Procedure. |
| ADR Administrator provides Notice of Referral, along with list of potential Federal Court Panelists to counsel/parties for consideration and ranking. | L.R. 16.5(c) | L.R. 16.6(c) L.R. 16.6(b): For good cause, a party may object to the referral to mediation within 10 days of the Court's Order. | L.R. 16.7(b) L.R. 16.7(b) A party may opt-out prior to the expiration of 20 days following the notice of selection. |
| Counsel/parties rank neutral evaluator/mediator/arbitrator(s). If counsel/parties fail to provide ranking list to ADR Administrator, the ADR Administrator will select neutral. | L.R. 16.5(c): Not later than 10 days after the date of written notice. | L.R. 16.6(c): Within 10 days of the date of written notice. | L.R. 16.7(c): Within 10 days of receipt of original list. |
| ADR Administrator notifies neutral of selection. Neutral conducts a conflict check. If no conflict exist, ADR Administrator designates neutral as the evaluator, mediator or arbitrator. | L.R. 16.5(c). | L.R. 16.6(c). | L.R. 16.(c). |
| Neutral schedules ADR proceeding. Attendance of parties with settlement authority is mandatory at ADR proceeding. | L.R. 16.5(c). | L.R. 16.6(c). | L.R. 16.7(c). |
| Counsel/parties to submit documents, pleadings, etc. To the neutral and provide courtesy copy to opposing side. | L.R. 16.5(e): No later than 5 days before evaluation session. | L.R. 16.6(e): At least 5 days before mediation conference. | L.R. 16.7(e): At least 5 days before arbitration hearing. |
| ADR proceeding. | <u>Scheduling:</u> L.R. 16.5(c): Within 30 days of the receipt by the Evaluator of Notice of Designation. L.R. 16.5(c): Request for continuance of ENE proceeding must be presented to ADR Administrator. <u>Attendance:</u> L.R. 16.5(f). | <u>Scheduling:</u> L.R. 16.6(c): Not more than 30 days from the date of written notice. <u>Attendance:</u> L.R. 16.6(f). | <u>Scheduling:</u> L.R. 16.7(c): Within 30 days of notice and not more than 180 days from date of last answer or reply to counter-claim. L.R. 16.7(c): Unless parties consent, not less than 30 days after disposition of dispositive motions. L.R. 16.7(c): Arbitrator may grant continuance for not more than 30 days from hearing date set in the notice. <u>Attendance:</u> L.R. 16.7(f). |
| Interim Report - Final Report - Award of Arbitrator(s) submitted to the ADR Administrator for processing. | L.R. 16.5(g): Report within 10 days in writing to the ADR Administrator. | L.R. 16.6(e): Report within 10 days in writing to the ADR Administrator. | L.R. 16.7(h): Arbitrator files award with ADR Administrator within 10 days of hearing. |
| Case terminated or returned to the court's docket. | Standard Procedure. | Standard Procedure. | L.R. 16.7(h). L.R. 16.7(i): Parties may file demand for trial <u>de novo</u> within 30 days after filing of award; U.S. may file within 60 days. |