

ATTENTION

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

YOU MUST COME FULLY PREPARED TO PRESENT YOUR CASE ON THE DAY OF THE ARBITRATION HEARING, INCLUDING BUT NOT LIMITED TO ANY CONTRACT DOCUMENTS, PHOTOS AND PROOF OF FINANCIAL INJURY, AS WELL AS CORRECTION/COMPLETION ESTIMATES OR OTHER EXPERT WITNESS FINDINGS.

YOU MUST PROVIDE HARD COPIES OF ALL PERTINENT DOCUMENTS TO THE ARBITRATOR AND OPPOSING PARTY, AMCC DOES NOT RECEIVE DOCUMENTS FROM CSLB. CELL PHONE PHOTOS AND EVIDENCE ON LAPTOPS ARE NOT ACCEPTABLE. PLEASE KEEP ANY AND ALL ORIGINAL DOCUMENTS AS THEY WILL NOT BE RETURNED TO YOU.

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, time and location.
- I am aware that there copy services are not available at the hearing location.
- 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 attend the hearing.
- I have gathered all relevant evidence, including:
 - o Contract documents
 - o Correcting estimates
 - o Photographs
 - o Proof of financial injury
 - o Proof of payments made or received
 - o 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 put together 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 to Arbitration form.
- I have proof for each claimed item and itemized my financial damages.
- I have copied my evidence and will provide to both the Arbitrator and opposing party.
- I understand that cell phone photographs and evidence on laptops are not acceptable; I must make hard copies to distribute to both the Arbitrator and opposing party.
- 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.

