



## FORUM Arbitrator and Mediator Application

For nearly 30 years, FORUM has consistently selected the most experienced, highest quality arbitrators and mediators for our panels. We add to our panels as needed based on applicant qualifications. Sometimes, even well-qualified individuals are placed on a wait list until there is an opening.

### Application for Inclusion on FORUM Panel of Neutrals

1. Submit a letter to [info@adrforum.com](mailto:info@adrforum.com) with your request (Subject Line: “Neutral Application”). Your letter should include:
  - a. Why you would like to be included on the Panel
  - b. Description of your ADR experience, both as a party representative and as a neutral
  - c. Brief discussion of the highlights of your practice
  - d. General discussion of your availability to serve
  - e. Copy of your CV or resume
2. If you have any letters of recommendation, please submit them. Preference may be given to individuals with letters of recommendation. Letters should be accompanied by contact information for the recommender.

*WHAT'S NEXT:* After your application has passed our screening, we will reach out to you to fill out our required forms. These will include a standard qualification form, emailing a copy of your signature for use on electronic documents, and tax information for payment purposes. If we are not adding anyone to the panel at the time, we may notify you that you are on the wait list.

### Qualifications

1. Education and Experience
  - a. Generally, FORUM Neutrals are lawyers that hold an active law license in one or more states or countries. Retired judges need not be actively licensed, depending on the criteria in their state.
  - b. Neutrals generally have at least 15 years of legal experience.
  - c. Neutrals need not have taken any particular arbitration or mediation course, though initial and ongoing training is highly encouraged. Preference may be

- given to individuals with more training or with greater experience conducting arbitrations and mediations.
- d. FORUM encourages declaring advanced degrees and certifications so that they may be used by the Parties to select Neutrals with particular knowledge.

## 2. Leadership and Accomplishments

Preference may be given to individuals possessing honors and professional recognition in their field. Evidence of leadership can include authorship of articles, invitations to speak or present at industry events, and service on various boards, committees, or legal associations.

## 3. Ethics and Neutrality

FORUM places utmost emphasis on ethics and neutrality. All Neutrals agree to the FORUM *Code of Ethical Conduct for Arbitrators* and agree to conduct a thorough conflicts check before accepting any appointment and to remain alert regarding potential conflicts throughout the case. Neutrals hold themselves to high standards of integrity and sound judgment as evidenced by their dealings with peers and parties.