

ARBITRATION / MEDIATION PROCEDURES ESTIMATED TIMELINE

ARBITRATION TIMELINE

MEDIATION TIMELINE

Weeks 1-10	Investigation and Information gathering * ▶ Narrative ▶ Account Analysis
Week 11	Client returns signed retainer and Uniform Submission Agreement (USA)
Week 12	Statement of Claim Preliminary Draft / or Mediation agreed to by brokerage firm
Week 13-15	Revisions to Statement of Claim Client receives NTM 99-90 and forwards copies of: ▶ Tax returns ▶ Brokerage statements (if any) from other firms ▶ All other relevant materials to our office.
Weeks 16-20	Statement of Claim filed with NASD (or NYSE [if applicable])
Weeks 19-23	Service letter by NASD
Weeks 25-30	(45 day after service letter) Answer/Response from brokerage firm (Respondents)
Week 26	Document and Information Requests: ▶ Claimants Document and Information Requests sent to brokerage firm broker (Respondents). ▶ Respondents Document and Information Requests sent to our office and forwarded to Client.
Weeks 26-30	Response to Document and Information Requests: ▶ Claimant's response to Respondents Document and Information Requests ▶ Sent to Client for review/ revise and then to Respondents. ▶ Receive Respondents response to Claimants Document and Information Requests
Weeks 30-40	Arbitrators Lists Received
Weeks 46	Arbitration Panel Selected
Weeks 40-50	Initial Pre-Hearing Conference (IPHC) [via telephone conference, no attendance necessary] Hearing dates selected.
Weeks 56-66	Discovery cut-off, and preparation for hearing.
Week 73-83	20 day Pre-hearing exchange between Respondent and Claimant.
Week 76-86	Final – Hearing before Arbitration Panel (usually 1 to 4 days)
Weeks 90-100	Award and Payment

MEDIATION IS SUBJECT TO BROKERAGE FIRM'S AGREEMENT	
Weeks 1-10	Investigation and Information gathering* ▶ Narrative ▶ Account Analysis.
Week 11	Client returns mediation retainer and Submission agreement
Week 12	Summary of Claim Draft and Click through Mediation
Weeks 12-14	Brokerage Firm Agrees to Mediation
Weeks 14-16	Selection of Mediator and Hearing dates with Respondents
Weeks 17-20	Preparation of Mediation Submissions
Weeks 21-24	Mediation Hearing (usually 1 day or less)
Weeks 25-30	Payment of Mediation Settlement

*** PLEASE NOTE IT CAN TAKE UP TO 100 DAYS TO RECEIVE DOCUMENTS FROM THE BROKERAGE FIRM.**

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