



SUPERIOR COURT OF ARIZONA
COCHISE COUNTY
OFFICE OF THE COURT ADMINISTRATOR
ALTERNATIVE DISPUTE RESOLUTION PROGRAM

ARBITRATION HEARING GUIDELINES

Your case has been referred to **ALTERNATIVE DISPUTE RESOLUTION**. As the name suggests, the Arbitrator will have a variety of methods for resolving your case. If the Parties cannot negotiate among themselves, the arbitrator will make an award based on the evidence presented. If the Parties can openly negotiate a settlement, the arbitrator may mediate the session to aid the Parties in resolving the case themselves.

In all cases, the Parties are expected to participate in good faith. If you have questions, please contact this office at (520)432-8483, or ask the Arbitrator at the outset of the hearing.

NO WEAPONS OF ANY KIND ARE PERMITTED AT THE HEARING

ARBITRATION PROCEDURES

1. The Arbitration Hearing is **not** considered private and confidential.
2. Both Parties are ordered by the Court to appear for the Hearing.
3. Both Parties must be prepared to present their cases at the time of the Arbitration Hearing.
4. The Parties are entirely responsible for the preparation and presentation of their own case.
5. Both Parties shall bring any witnesses and all necessary documentation to the Arbitration Hearing.
6. Attorneys may represent clients in any disputes not filed in the Small Claims Division.
7. The arbitrator will notify the parties and the Court of his or her award in writing within 10 (ten) days of the Hearing.

MEDIATION PROCEDURES

1. Mediation proceedings *are* private and confidential.
2. Only Parties with authority to settle the dispute may attend the Mediation.
3. In **both** Mediation and Arbitration, the Parties are required to:
 - A. Be courteous and respectful of each other and allow each person to speak without interruption.
 - B. Focus on future actions.
 - C. Control one's temper and express one's anger in an appropriate manner.
 - D. Be honest and share all information pertinent to the issues.
4. The disputing Parties are responsible for creating the actual terms of the Mediated Agreement.
5. The Mediator will document the Agreement in writing for the parties and the court.