

Washington Arbitration & Mediation Service

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FLAT FEE/WRITTEN SUBMISSION ARBITRATION

Arbitrators (full bio info available at www.usamwa.com)

Eastern WA: Crane Bergdahl Alan Gunter Donald Grant David G. Hansen Stan Kempner

Western WA: Nancy Curington Patrick Duffy Judit Gebhardt Efrem Krisher Cynthia Morgan
Michele Sales Jill Stone

Procedures

1. **Case submission guidelines.** WAMS Written Submission/Flat Fee Arbitration is suitable for two-party cases in which there is a dispute involving less than \$50K in value and an underlying contractual relationship or need for an impartial umpire or appraisal by statute or policy provision. The arbitrator and hearing date options must be agreed by the parties or designated by WAMS at case submission. Hearing fees must be prepaid at the time of case scheduling or guaranteed for payment by an insurance company or law firm within 30 days of billing.
2. **Written Submission Guidelines and Cost.** Arbitration via written submission only does not involve an in-person hearing and limits submissions to no more than 15 pages per party, inclusive of exhibits and records. The cost is **\$395.00** per party, with submissions in excess of these parameters resulting in a supplemental fee obligation for the appropriate parties and/or their attorneys. Decision format is determined by the arbitrator.
3. **Flat Fee Arbitration Guidelines and Cost.** The hearing parameters for two hour arbitration cases are:
 - a. Arbitration must be conducted at WAMS or the arbitrator's office to minimize travel time;
 - b. Each side is allocated one hour for case presentation plus 15 minutes for opening and closing;
 - c. Submissions are limited to no more than 10 pages per party, inclusive of exhibits and records;
 - d. Submissions in excess of these parameters will result in a supplemental fee obligation for the appropriate attorney(s) of record;
 - e. Form decision to be issued; no requests for clarification or modification will be accepted;
 - f. The cost of a Flat Fee arbitration hearing is **\$495.00** per party. Excess time billed at the arbitrator's normal hourly rate (\$295-\$350 depending on the arbitrator).
4. **Applicable rules and procedures.** The WAMS Arbitration Fee Schedule, Commercial Arbitration Rules and Ten (10) Business Day cancellation policy apply; cancellation period waived for arbitration by written submission only.

To request either of these discounted arbitration options, contact the WAMS Arbitration Administrator for case and scheduling coordination.