



**CONSTRUCTION DISPUTE RESOLUTION SERVICES, LLC**  
**SPECIALIZING IN MEDIATION & ARBITRATION**

3600 Rodeo Lane, Suite B7  
Santa Fe, NM 87507

New Mexico: 505-474-9050  
Fax Phone: 505-474-9061

Out of State: 888-930-0011  
Email: [cdrs@cdrsllc.com](mailto:cdrs@cdrsllc.com)

Website: [www.constructiondisputes-cdrs.com](http://www.constructiondisputes-cdrs.com)

## NOTICE OF ARBITRATION HEARING

Date of Arbitration Hearing: \_\_\_\_\_

Time of Arbitration Hearing: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Assigned Arbitrator (Chair): \_\_\_\_\_

Assigned Arbitrator: \_\_\_\_\_

Assigned Arbitrator: \_\_\_\_\_

### CLIENT AND LEGAL COUNSEL INFORMATION

Claimants: \_\_\_\_\_

Representing: \_\_\_\_\_ Company

Attorney(s) for the Claimants: \_\_\_\_\_

Attorney's Firm: \_\_\_\_\_

Attorney's Address: \_\_\_\_\_

Attorney's Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Attorney's E-mail: \_\_\_\_\_

Respondent: \_\_\_\_\_

Representing: \_\_\_\_\_ Company

Attorney(s) for the Respondents: \_\_\_\_\_

Attorney's Firm: \_\_\_\_\_

Attorney's Address: \_\_\_\_\_

Attorney's Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Attorney's E-mail: \_\_\_\_\_

### NOTICE

The Arbitrator shall schedule a pre-hearing conference with the clients and their attorneys for the purpose of establishing a discovery schedule, arranging for law and motion proceedings, the issuance of subpoenas if requested, establishing the rules and procedures for the hearing, narrowing the issues and for expediting the resolution of the matters in dispute. The Arbitrator shall also review the pre-hearing requirements for the presentation of pleadings and other related pre-hearing related items.