

IN THE COUNTY COURT IN AND FOR BROWARD COUNTY, FLORIDA  
 IN THE CIRCUIT COURT OF THE SEVENTEENTH JUDICIAL CIRCUIT IN AND FOR  
BROWARD COUNTY, FLORIDA

Case Number  
Division

Plaintiff,

v.

Defendant.

\_\_\_\_\_ /

**NOTICE OF ARBITRATION HEARING  
(Single Arbitrator)**

You are hereby notified that the court-ordered arbitration in this matter shall take place as follows:

Name of Arbitrator

\_\_\_\_\_

Address of Arbitration

\_\_\_\_\_

\_\_\_\_\_

Date of Arbitration

\_\_\_\_\_

Time of Arbitration

\_\_\_\_\_

**ARBITRATION PROCEDURES**

1. The parties and arbitrator shall comply with Florida Rules of Civil Procedure 1.700, 1.800, 1.810, and 1.820.
2. The parties and arbitrator shall comply with section 44.103, Florida Statutes.
3. The arbitrator shall be compensated in an amount not to exceed \$1,500.00 per day, unless otherwise agreed to by the parties and arbitrator. The parties shall equally be responsible for the arbitrator's compensation.
4. A minimum fee of \$175.00 shall be paid to the arbitrator ten (10) days prior to the commencement of arbitration. The parties shall equally be responsible for the arbitrator's minimum compensation.
5. Any compensation due the arbitrator upon conclusion of the hearing shall be equally paid by the parties.
6. The arbitrator shall have the power to administer oaths or affirmations and conduct the arbitration proceedings.
7. Individual parties or authorized representatives of corporate parties shall attend the arbitration hearing, unless excused in advance for good cause by the arbitrator. If a party, an authorized representative of a corporate party, or an attorney for any party fails to attend an

arbitration hearing, the arbitrator may proceed with the arbitration hearing and enter his or her written decision.

8. When the parties, attorneys, and witnesses are at the arbitration hearing, the arbitrator shall make all decisions with regard to the proceedings.
9. The arbitration hearing shall be conducted as follows:
  - a. each party will present an opening statement;
  - b. each party will present evidence or testimony;
  - c. each party will present a final summation.
10. The arbitrator in his or her decision shall indicate which party prevailed on each claim, counter-claim, or cross-claim. The arbitrator's decision shall also indicate if a party is required to pay costs or attorney's fees, as applicable, and the amount of the fees and costs to be awarded.
11. The arbitrator shall file his or her decision and the original of any transcripts with the Clerk of the Courts in a sealed envelope and on the face of the envelope indicate the contents are exempt from public access pursuant to Florida Rule of Civil Procedure 1.820 (g) (3).
12. Florida Rules of Civil Procedure 1.080 and 1.090 shall govern the manner in which the arbitrator shall serve his or her decision upon the parties and the time by which the parties must file any motions directed to the decision. A copy of any motion directed to the decision shall also be served upon the arbitrator.

#### CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a true and correct copy of the foregoing was served by

hand delivery/ mail/ telecopier and mail upon

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_, 20\_\_\_\_ on

Signature of Arbitrator \_\_\_\_\_

Printed Name of Arbitrator \_\_\_\_\_

**If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator, Room 20140, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301, 954-831-7721 at least 7 days before your scheduled court appearance, or immediately upon receiving this notification if the time before the scheduled appearance is less than 7 days; if you are hearing or voice impaired, call 711.**