

ARBITRATION AGREEMENT – SCHEDULE A

<u>Para No.</u>	<u>Description</u>	<u>Details</u>
	Date of Agreement	
	Party 1: Name	
	Party 1: Address	
	Party 1: Lawyer	
	Party 1: Lawyer contact details	
	Party 2: Name	
	Party 2: Address	
	Party 2: Lawyer	
	Party 2: Lawyer contact details	
	Arbitrator: Name	
	Arbitrator: Contact details	
	Type of Arbitration	Court Ordered / Private Arbitration
Error! Reference source not found.	Basic Composite Fee	
Error! Reference source not found.	Daily Fee	
Error! Reference source not found.	Travel / accom fee	

Error! Reference source not found.	Room hire	
Error! Reference source not found.	Nominated Trust Account	
Error! Reference source not found.	Alternative arrangements to secure Arbitrator's fees	

ARBITRATION PLAN – SCHEDULE A

ARBITRATION PLAN	
Outline of issues in dispute	
Type of arbitration	On the papers / The parties Opt Out of section 117
Date of Arbitration Hearing	
Venue	Inns of Court Mediation and Arbitration Centre, Level 5 Inns of Court, Turbot Street Brisbane or other venue if oral submissions
Daily Cost of Venue	Arbitrator to absorb as part of Basic Fee
Application of rules of evidence (Reg 67O)	No
Transcript	No
Cost of Transcript	Nil
Date for Compliance with Preliminary Directions	
Estimated time needed for the arbitration if oral submissions	Half day (9am to 12:30)
Estimated Total Arbitrator's Costs and Disbursements	\$3,300 inclusive of GST

PRELIMINARY DIRECTIONS – SCHEDULE A

No	Direction	Time (All times are close of business on the date specified)
1.	A party will provide to the other party a list of documents (List of Documents) required to be disclosed by that party.	
2.	That the documents on the List of Documents; (a) Will be provided for inspection and copying; or (b) If not available, an explanation be provided for the unavailability	
3.	That the parties will provide to each other and the Arbitrator a joint Balance Sheet in the form attached to this Schedule and in terms of such Balance Sheet; (a) Values that are the same (rounded to nearest \$100) will be deemed to be admitted values; and (b) Values that are not the same will be deemed to be disputed values; and (c) The parties will file, as part of their statement of evidence, evidence of value to be relied upon.	
4.	That the parties will obtain, at their joint expense, a joint expert valuation upon the following specific assets and/or liabilities in the event that such asset or liability is a disputed value;	
5.	That the parties exchange and provide to the Arbitrator an Agreed Statement of Facts. A statement in the Agreed Statement of Facts is deemed to be an admitted fact.	

6.	<p><u>To the extent that a relevant fact is in dispute</u>, that Party 1 deliver to the arbitrator and Party 2</p> <ul style="list-style-type: none"> (a) all affidavits, a statement of financial circumstances or a statement of evidence in chief upon which he/she relies; and (b) a memorandum including an outline of what award he/she seeks, what findings should be made by the arbitrator, a brief chronology and a list of assets and liabilities that he/she proposes retaining; 	
7.	<p><u>To the extent that a relevant fact is in dispute</u>, that Party 2 deliver to the arbitrator and Party 1,</p> <ul style="list-style-type: none"> (a) all affidavits, a statement of financial circumstances or a statement of evidence in chief upon which he/she relies; and (b) a memorandum including an outline of what award he/she seeks, what findings should be made by the arbitrator, a brief chronology and a list of assets and liabilities that he/she proposes retaining 	
8.	<p>That Party 1 and Party 2 exchange proposed draft Award (Order) sought indicating areas of agreement and dispute.</p>	
9.	<p>That the parties exchange and provide to the Arbitrator an Outline of Argument / Written Submissions</p>	
10.	<p>That an arbitration hearing take place at the (Venue) at which any evidence or cross-examination which may be necessary can be heard and–submissions (written or oral) may be provided. It is agreed that in the event this Arbitration is “on the papers” it is within the Arbitrator’s sole discretion to convene a short hearing on this date (either via telephone or video conference) or in person</p>	Date of Arbitration Hearing

	for the purposes of clarifying issues from the material or obtaining short additional evidence about a matter.	
11.	That the Award is delivered in writing.	No more than 14 days from the Date of Arbitration Hearing
12.	That the parties, or either of them, shall do all acts and things necessary to register the Award as an Order of relevant court including but not limited to executing Application for Consent Orders in terms that reflect the award or register the Award pursuant to reg. 67Q	No more than 7 days from the Date of the Award

