

JUDICIAL WORKPLACE ARBITRATIONS, INC.

In re:

REPORT OF PRELIMINARY HEARING AND SCHEDULING ORDER

A preliminary hearing was held on _____, before
Arbitrator _____. Appearing at the
hearing(s) was/were _____

_____.

By Agreement of the parties and Order of the Arbitrator, the following is now in
effect:

1. Arbitration of this matter will commence on the _____ day of
_____, _____ at _____ .m before the undersigned
arbitrator. The parties estimate that this case will require _____ days of hearing time,
inclusive of arguments.

(The arbitration shall take place within fifty miles of the residence of the Claimant
unless otherwise mutually agreed upon.) The location of the arbitration will be
_____.

2. Pursuant to the direction of the Arbitrator, all parties shall amend/specify
claims and/or counterclaims (including monetary amounts) and file any motion to join
additional parties by _____.

3. All discovery requests, including deposition notices, shall be served so that if
timely responded to, discovery will be completed not later than _____.

4. The parties shall file a stipulation of uncontested facts by _____.

5. a) Pursuant to the direction of the Arbitrator, **CLAIMANT(S)** shall serve and file a disclosure of all witnesses, including expert witnesses, reasonably expected to be called by the claimant on or before _____.

b) Pursuant to the direction of the Arbitrator, **RESPONDENT(S)** shall serve and file a disclosure of all witnesses, including expert witnesses, reasonably expected to be called by the respondent(s) on or before _____.

c) The disclosure of witnesses shall include the full name of each witness, copies of any experts' reports and written C.V. of experts. If certain required information is not available, the disclosures shall so state. Each party shall be responsible for updating its disclosures as such information becomes available. The duty to update this information continues up to and including the date that hearing(s) in this matter terminate.

d) The parties shall make arrangements to schedule the attendance of witnesses so that the case can proceed with all due expedition and without unnecessary delay.

e) The party presenting evidence shall give notice to the other party the day before of the names of the witnesses who will be called to testify the next day and the order in which the witnesses will be called.

6. Not later than _____, the parties shall exchange copies of (or, when appropriate, make available for inspection) all exhibits to be offered and all schedules, summaries, diagrams and charts to be used at the hearing.

7. **Form of Award:** The Award will be a **REASONED** Award, unless otherwise agreed upon.

8. a) **Court Reporter:** (Y) ____ (N) ____ (TBD) ____

Note: Court Reporter fees will be the responsibility of the party requesting same.

b) **Interpreter:** (Y) ____ (N) ____ (TBD) ____

c) **Other:** _____

9. Pursuant to the direction of the Arbitrator, any other preliminary matters not otherwise provided for herein, including dispositive motions, shall be raised on or before _____.

10. An additional preliminary hearing shall be held (check one):

At _____ on _____ at _____ m. before the Arbitrator, or

If needed, by mutual agreement, or by request.

11. If the parties desire to resolve the case prior to Arbitration, the case shall be mediated by the _____ day of _____, _____.

12. All deadlines stated herein will be strictly enforced. After such deadline, the parties may not file such motions except with the permission of the Arbitrator, good cause having been shown

13. This Arbitration will be conducted pursuant to the Texas Rules of Civil Procedure unless otherwise agreed to in writing.

14. This order shall continue in effect unless and until amended by subsequent order of the Arbitrator.

Dated: _____

Arbitrator's Signature