



NON-LAWYER ARBITRATOR APPLICATION
ATTORNEY/CLIENT ARBITRATION BOARD (ACAB)
FEE ARBITRATION SERVICE

Name:

Business Address:

Home Address:

Phone: (Business)

(Cell)

E-mail:

Where do you prefer to be contacted? (business or home)

EDUCATION: (Please include date(s) of degree(s) received from all institutions.)

EMPLOYMENT HISTORY: (Please include Name and Address of Place of Employment, Date(s) of Employment, Job Title(s), and Brief Descriptions of Employment Activities.)

Please attach a current resume

Please list any professional licenses that you currently hold or have held. If any of the licenses are not current, please explain:

Describe your experience with video conferencing applications, e.g., Teams, Zoom, Webex, etc.):

Describe previous experience and training, if any, in resolving or arbitrating disputes, or in conflict management:

Briefly list your experience(s) as a volunteer:

Are there any pending criminal charges or professional complaints against you? If so, please describe:

Specify whether you have ever been convicted of a crime, other than minor traffic violations? (A “yes” does not automatically exclude you from volunteer consideration.)

Yes (please give details below.)

No

Are you willing to complete a half-day training session for new ACAB arbitrators?

Yes

No

Are you willing to accept assignment to a minimum of three cases per three-year term?

Yes

No

Are you willing to attend future ACAB refresher training sessions as may be required by the ACAB?

Yes

No

Are you able to conduct arbitration hearings and attend training sessions during the business day? (Please note that most arbitration hearings are conducted remotely.)

Yes

No

Arbitrators approved by the ACAB serve fixed terms of three years and may be considered for reappointment.

Please attach to this form the name, email address and telephone number of two references who may be contacted by the ACAB staff.

All information submitted in this application is considered confidential.

I, the undersigned, affirm that the facts in this application are complete and accurate to the best of my knowledge. I understand that false statements or other misrepresentations may result in termination of this application or grounds for immediate dismissal if placed in a volunteer position.

Signature

Date

Qualifications for Non-lawyer ACAB Arbitrators

A non-lawyer arbitrator applicant for the ACAB must have:

- An undergraduate degree from an accredited university;
- At least seven years of relevant experience and knowledge acquired in the business or professional world following completion of an undergraduate degree; and
- Good moral character and no pending criminal, professional or other complaints, which puts into question the arbitrator's fitness to serve as a neutral.

In order to be eligible to serve on ACAB cases as a non-lawyer arbitrator you must:

- Be appointed by the ACAB; and
- Complete a training session for new ACAB arbitrators.

In order to remain on the ACAB roster of non-lawyer arbitrators you must:

- Abide by the rules and policies promulgated by the ACAB;
- Serve the ACAB by either accepting at least three arbitration cases per term (absent unusual or extenuating circumstances) and/or provide substantial assistance to the ACAB Committee in the administration of the ACAB program.
- Attend one arbitrator training per term hosted by the ACAB or a comparable training, subject to the ACAB's approval.
- Update the ACAB promptly of any changes in your contact information or place of employment;
- Respond promptly to staff inquiries about case assignments; and
- Notify the ACAB within five business days of any pending criminal, professional or other complaint filed against the arbitrator, which puts into question the arbitrator's fitness to serve.

RETURN TO:

ATTORNEY/CLIENT ARBITRATION BOARD

The District of Columbia Bar

901 4th Street, NW

Washington, DC 20001

Email: acabinfo@dcb.org