

**BALTIMORE COUNTY BAR ASSOCIATION
FEE ARBITRATION COMMITTEE
ARBITRATOR/MEDIATOR DISCLOSURE FORM**

To:

Re: in the matter of :

To Be Completed and Returned by Each Arbitrator or Mediator Appointed in a Case

Please disclose any past or present relationship with the parties or their counsel, direct or indirect, whether financial, professional social or of any other kind. If any such relationships arise during the course of the arbitration or mediation they must also be disclosed. Any doubt should be resolved in favor of disclosure. If you are aware of any such relationship, please describe it below.*

_____ **I have nothing to disclose.**

_____ **I hereby disclose the following:**

SIGNED: _____
Arbitrator/Mediator

DATED: _____

* Please review the attached Arbitrator Disclosure Guide

ARBITRATOR/MEDIATOR DISCLOSURE GUIDE

You are obligated to disclose any circumstance likely to create a presumption of bias that might disqualify you for partiality. Failure to disclose could jeopardize the integrity of any award issued or any settlement obtained. The following list should be used as a guideline for making disclosures. Remember, when in doubt, it is best to make the disclosure and let the parties be the judge of its relevance. Upon objection by a party to an arbitrator's continued service, the BCBA Fee Arbitration Committee will determine conclusively whether the arbitrator or Mediator should be disqualified or reaffirmed.

1. Do you presently represent any person in a proceeding adverse to any party to the arbitration?
2. Have you represented any other person against any party to the arbitration?
3. Have you had any professional or social relationship with counsel for any party in this proceeding of the firms for which they work?
4. Have you had any professional or social relationship with any parties or witnesses identified to date in this proceeding or the entities for which they work?
5. Have you had any social or professional relationship of which you are aware with any relative of any of the parties to this proceeding or relative of counsel to this proceeding or any of the witnesses identified to date in this proceeding?
6. Have you ever served as an arbitrator in a proceeding in which any of the identified witnesses or named individual parties gave testimony?
7. Have you, any member of your family, or any close social or business associate been involved in the last five years in a dispute involving the subject matter contained in the case to which you are assigned?
8. Have you ever served as an expert witness or consultant to any party, attorney, witness, or other arbitrator identified in this case?
9. Have any of the party representatives appeared before you in past arbitration or mediation cases?
10. Are you a member of any organization that might impact your decision in this case?
11. Have you ever sued or been sued by either party or its counsel?

**BALTIMORE COUNTY BAR ASSOCIATION
FEE ARBITRATION COMMITTEE**

In the Matter of the Arbitration between _____)
_____))
_____))
_____))
_____))
_____))
_____))
_____))
_____)

SUBPOENA

TO:

WE COMMAND YOU to appear and attend an arbitration, acting under the arbitration statute of this state, at:

on the _____ day of _____, 20 __, at _____ o'clock _____, and continuing thereafter until your testimony is complete, to testify and give evidence in a certain arbitration, then and there to be held between the above entitled parties.

Signed: _____

Signed: _____

Signed: _____

Arbitrator(s)

Requested by:

Name of Representative

Address Zip Code

Telephone

Dated: _____