

From: Gerald P. Lepp, Administrator, Alternative Dispute Resolution Department

Date: November 8, 2010

Re: Arbitrator Applications

Applications for Arbitrator Certification can be Submitted After January 1, 2011

The ADR Department will accept applications for the arbitration panel, starting January 1, 2011. Moving forward, the Arbitration Panel will consist of **seventy-five members**. Through the recent recertification process, the ADR Department recertified fifty-two arbitrators, so spaces are limited.

Recertification Requirements

Requirements for Arbitration appointments are stated in Local Rule 83.10.

Successful completion of at least **eight hours of training** as an Arbitrator by a recognized Alternative Dispute Resolution organization, university, bar association, or Court is a pre-requisite. In your application be sure to state (1) the name of the course, (2) description of the course, (3) date of completion, (4) ADR Organization, (5) location of the training and (6) number of hours completed.

The Eastern District of New York does not currently provide any arbitration training.

Alternatively, actual experience as an Arbitrator and hearings held in at least **three cases** will satisfy the training requirement. In your application, state (1) the name of the case, (2) the Court or ADR Organization, (3) date(s) of the hearing(s), and (4) the location of the arbitration.

Applicants may be interviewed in person

Please fill out the attached application form and **return it to the ADR Department for review after January 1, 2011.**

**APPLICATION FOR CERTIFICATION AS AN ARBITRATOR
U.S. DISTRICT COURT - EASTERN DISTRICT OF NEW YORK
(November 8, 2010)
Please file in triplicate.**

1) Applicant's Full Name: _____

Office contact information

Address: _____

Tel.: _____

Mobile: _____

Fax: _____

Email: _____

Home contact information

Address: _____

Tel.: _____

Mobile: _____

Fax: _____

2) Date admitted to practice before:

A) Appellate Division of the Supreme Court
of the State of New York

(___ / ___ / ___)
(mm/dd/yyyy)

Appellate Department

B) United States District Court
Eastern District of New York

(___ / ___ / ___)

3) Date admitted to practice before the highest court of a State:
(other than New York)

Court: _____ Date of Admission: (___ / ___ / ___)

4) Bar Code: _____

(First initial, first and last name, last four digits social security number).

5) Briefly list in chronological order, with dates, professional affiliations since admission to the Bar, or attach a copy of your professional resume.

6) Are you presently engaged in the active practice of law in the Eastern District of New York?

YES _____ NO _____ Formerly, (last year) _____ / _____

7) Check the fields of concentration of your present practice (not more than 4).

- | | |
|---|--|
| 1. <input type="checkbox"/> Admiralty Law | 20. <input type="checkbox"/> Municipal Government |
| 2. <input type="checkbox"/> Attorney Fee Dispute | 21. <input type="checkbox"/> Patent Law |
| 3. <input type="checkbox"/> Banking | 22. <input type="checkbox"/> Pension Funds |
| 4. <input type="checkbox"/> Consumer Law | 23. <input type="checkbox"/> Personal Injury |
| 5. <input type="checkbox"/> Construction Law | 24. <input type="checkbox"/> Product Liability Law |
| 6. <input type="checkbox"/> Contract Interpretation | 25. <input type="checkbox"/> Real Property Law |
| 7. <input type="checkbox"/> Contract Law | 26. <input type="checkbox"/> RICO Act Law |
| 8. <input type="checkbox"/> Copyright & Literary | 27. <input type="checkbox"/> Secured Creditors |
| 9. <input type="checkbox"/> Corporation Law | 28. <input type="checkbox"/> Sports |
| 10. <input type="checkbox"/> Entertainment | 29. <input type="checkbox"/> Tax |
| 11. <input type="checkbox"/> Environmental Law | 30. <input type="checkbox"/> Technology - Intellectual
Property |
| 12. <input type="checkbox"/> ERISA | 31. <input type="checkbox"/> Tort Law |
| 13. <input type="checkbox"/> Health Law | 32. <input type="checkbox"/> Trademark Law |
| 14. <input type="checkbox"/> Immigration | 33. <input type="checkbox"/> Trade Regulation Law |
| 15. <input type="checkbox"/> Insurance Law | 34. <input type="checkbox"/> Trade Secret Law |
| 16. <input type="checkbox"/> International Law | 35. <input type="checkbox"/> Unfair Competition |
| 17. <input type="checkbox"/> Labor Law | 36. <input type="checkbox"/> Other (please specify) |
| 18. <input type="checkbox"/> Media | |
| 19. <input type="checkbox"/> Medical Malpractice | |

8) State the percentage of your practice consists of representing defendants: _____

State the percentage of your practice consists of representing plaintiffs: _____

9) Please list any district judge or magistrate judge in this district before whom you have appeared or who otherwise may have knowledge of your qualifications.

10) If you have not named any judicial officer of this Court in answer to question number 9, please list any other federal judges or state judges before whom you have appeared or who may otherwise have knowledge of your qualifications.

11) Have you ever been disciplined by any Court or Administrative Office of Court? If “Yes”, please explain the circumstances: Yes ___ No ___

12) Requirements for Arbitrator appointments are stated in Local Rule 83.10. The following questions are aimed at determining whether the applicant meets the requirements for appointment.

A) Successful completion of at least **eight hours of training** as an Arbitrator by a recognized Alternative Dispute Resolution organization, university, bar association, or Court is a pre-requisite for recertification.

Have you received training as an arbitrator? Yes ___ No ___

If so, name of training organization, date of training, and briefly describe the course or program and the number of course hours.

Training Organization: _____

Date of Completion: (___/___/___)

Number of Hours: _____

Brief Description:

B) As an alternative to the eight hours of training, actual experience serving as an arbitrator and conducting hearings in at least **three cases** will be considered. However, sitting in small claims court or serving as an administrative judge will not be considered as equivalent experience.

Have you served as a member of the EDNY Arbitration Panel? Yes ___ No ___

If Yes, have you sat as an Arbitrator in at least **three cases**? Yes ___ No ___

If Yes, list names of cases and approximate dates EDNY arbitration was conducted by applicant:

Case 1: _____ Approx. Date: (___/___/___)

Case 2: _____ Approx. Date: (___/___/___)

Case 3: _____ Approx. Date: (___/___/___)

C) The **three case requirement** may be fulfilled by arbitrating three cases as a member of a recognized alternative dispute resolution organization such as The American Arbitration Association, JAMS, FINRA, etc.

Are you currently a member of any other Arbitration Panel? Yes ___ No ___

If yes, state name of organization and list case names and approximate dates arbitration sessions were conducted by applicant:

Organization: _____

Case 1: _____ Approx. Date: (___/___/___)

Case 2: _____ Approx. Date: (___/___/___)

Case 3: _____ Approx. Date: (___/___/___)

D) Please set forth any additional information you believe would bear upon your qualifications to serve as an arbitrator. Attach additional pages if necessary.

- 14) Would you be willing to hear cases in (Feel free to check more than one location.):
Brooklyn ___ Central Islip ___ Manhattan ___ Own Office ___
- 15) Would you be willing to serve on short notice, in the rare event where, for some reason, the arbitrator originally appointed is not available?
Yes ___ No ___
- 16) Do you understand the compensation limitations for arbitrators appointed and do you agree to accept as full compensation payments within those limits?
Yes ___ No ___

17) Other relevant information:

I HEREBY CERTIFY THAT THE ABOVE
INFORMATION IS TRUE AND CORRECT

(Applicant's Signature)

Date:

Return the Original Application To:

Gerald P. Lepp, Esq.
ADR Administrator
United States District Court
Eastern District of New York
225 Cadman Plaza East
Brooklyn, NY 11201

ADR Department: Telephone (718) 613-2577
Fax (718) 613-2368