



ADR Systems Accelerated Arbitration Instructions

To commence an arbitration through ADR Systems Accelerated Arbitration Rules, please submit the following to ADR Systems:

- Two copies of the Demand for Arbitration and two copies of the Detailed Statement of Claim
- Proof of Service of the Demand on the appropriate party (for example, a certified mail receipt signed by recipient, or a sworn statement of service by a non-party)
- Two copies of the entire contract containing the arbitration clause or the agreement to arbitrate
- Parties may also stipulate to arbitration using the ADR Systems Stipulation to Arbitrate form. To obtain the form, contact ADR Systems at 312.960.2260 or [download it from our website](#)
- Initial non-refundable \$500.00 administrative fee

Please submit all items to ADR Systems at 20 N Clark St. 29th Floor, Chicago, IL 60602, or via email: arbitration@adrsystems.com

Once the above items are received, ADR Systems will contact all parties to commence the arbitration.

Demand for Accelerated Arbitration

Claimant _____

Business Name/Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Representative/Attorney _____

Firm Name/ Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Respondent _____

Business Name/ Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Representative/Attorney _____

Firm Name/ Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Amount in Controversy (if applicable) _____

List Appropriate Qualifications for Arbitrator _____

Hearing Location _____

Estimated Time Required for Hearing _____

Signature _____ **Date** _____
(Claimant or Representative)

Print Name _____