



### **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 \$550.00 administrative fee

Please submit all items to ADR Systems at 20 N Clark St. 29<sup>th</sup> Floor, Chicago, IL 60602 or via email: [arbitration@adrsystems.com](mailto: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** \_\_\_\_\_