

Superior Court of California, County of Los Angeles

JOHN A. CLARKE
EXECUTIVE OFFICER/CLERK

ALTERNATIVE DISPUTE RESOLUTION (ADR)

INFORMATION RE: CASES REFERRED TO ADR

The Los Angeles Superior Court Alternative Dispute Resolution (ADR) Program is governed by Los Angeles Superior Court Rules, chapter 12, California Rules of Court, rules 3.810-3.878, and Code of Civil Procedure sections 1141.10-1141.31 and 1775-1775.15.

ADR Clerk

This referral has been assigned to the ADR Clerk located at the following courthouse: _____

Initiating The ADR Process

Upon referral to ADR, the parties must immediately:

1. Complete the ADR intake forms
 - a. **ADR Case Referral Intake** (LAADR 039)
 - b. **ADR Demographic Information** (LAADR 011) – One sheet must be completed for each litigant named in the action.
2. Submit completed forms to the ADR Clerk either in person or by fax filing (LASC Rules Ch. 18). **THE ADR REFERRAL WILL NOT BE PROCESSED UNLESS ALL FORMS ARE PROPERLY COMPLETED AND SUBMITTED TO THE ADR CLERK THE EARLIER OF (1) WITHIN 10 DAYS OF THE DATE ON THE NOTICE OF REFERRAL OR (2) 60 DAYS BEFORE THE MEDIATION COMPLETION DATE AND 90 DAYS BEFORE THE ARBITRATION OR NEUTRAL EVALUATION COMPLETION DATE.**

Neutral Selection

• Party Select Panel

The parties may select the Neutral of their choice from the Party Pay Panel on the Court's website (www.lasuperiorcourt.org). The parties should select two agreed upon neutrals in the event of a conflict or unavailability, and write the names of the chosen neutrals on the ADR Case Referral Intake in order of priority.

• Random Select Panel

The parties will be assigned a Neutral from the Pro Bono Panel for mediation and arbitration from the Court's website (www.lasuperiorcourt.org). Upon entering the type of ADR process requested, area of law, jurisdiction, location, and if appropriate, special needs, the system will select one neutral who meets the criteria.

Should the parties decide to contract a private ADR Neutral, plaintiff should immediately notify the ADR Clerk and assigned Neutral (if any).

ADR Completion Date

Unless the Court has set a completion date, the ADR Clerk will set a completion date at the 60th day from the date of assignment in mediation cases and at the 90th day in arbitration and neutral evaluation cases.

Where To File Documents

• Filed or delivered directly with the ADR Clerk:

- Peremptory Challenge of Arbitrator – LAADR 079
- Request for Disqualification of ADR Neutral – LAADR 078
- Notice of ADR Neutral Recusal – LAADR 077
- Notice of ADR Hearing (including amended notices) – LAADR 028
- Statement of Agreement or Nonagreement (**mediation only**) – ADR-100
- ADR Outcome Report (**neutral evaluation and voluntary settlement conference only**) – LAADR 018
- Award of Arbitrator (**arbitration only**) – LAADR 014
- Request for Trial de Novo (**arbitration only**) – ADR-102
- Notice of Settlement – CM-200

NOTE: The ADR Clerk processes documents related to cases going through the Court's ADR program only. Documents related to cases going through private ADR, binding arbitration, contractual arbitration, mandatory fee arbitration, etc., are to be filed directly with the Civil Clerk or assigned Courtroom.

• Filed directly with the Civil Clerk or Referring Courtroom:

- Motion to Extend ADR Completion Date
- Notice or Order Extending ADR Completion Date**
- Notice or Order Removing Case from ADR**
- Stipulation Re Settlement – LAADR 038
- Request for Dismissal**
- All other papers (i.e., motions, orders to show cause, etc.) related to the case

**With a copy to the ADR Clerk.

Extra forms may be obtained from the Court's website (www.lasuperiorcourt.org, click on *ADR* then *Forms*).