



NAM (National Arbitration and Mediation)
COAM Dispute Resolution Rules and Procedures
990 Stewart Avenue, First Floor
Garden City, NY 11530
Telephone: 1-800-358-2550 ext. 2626/516-941-3262
Fax: 516-874-7533
COAM@NAMADR.COM
www.namadr.com

NAM COAM DISPUTE RESOLUTION RULES AND PROCEDURES
DEMAND FOR ARBITRATION/ARBITRATION NOTICE

INSTRUCTIONS to Claimant:

- To initiate a COAM arbitration, please complete all required information below.
 - You must submit this completed Demand for Arbitration form, the Georgia Lottery Corporation Arbitration Referral form, Proof of Service of this Demand on the appropriate parties and any supporting documentation.
 - Remit an arbitration administration fee of \$1,200* to NAM by credit card, money order, ACH or by wire
 - The arbitration will be administered in accordance with NAM's COAM Arbitration Dispute Rules and Procedures
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COAM License Number: _____

CLAIMANT INFORMATION

Name(s): _____
Address: _____

Phone: _____
Fax: _____
Email Address: _____

CLAIMANT'S REPRESENTATIVE OR ATTORNEY

Representative/Attorney: _____
Firm/Company: _____
Address: _____

Phone: _____
Email Address: _____
*Fax: _____
*File Number: _____

RESPONDENT INFORMATION

Name(s): _____

Address: _____

Phone: _____

Email Address: _____

*Fax: _____

RESPONDENT'S REPRESENTATIVE OR ATTORNEY

Representative/Attorney: _____

Firm/Company: _____

Address: _____

Phone: _____

Email Address: _____

*Fax: _____

*File Number: _____

*if applicable

CLAIMANT SECTION: EXPLANATION OF DISPUTE

A description of the nature of the dispute and the relief sought by the Claimant is as follows (The Claimant should provide a detailed description herein and attach any evidence hereto):

Amount in Controversy: _____

*The cost of the Arbitration is more fully described in NAM's Fees and Costs for COAM Arbitration Disputes ("NAM's Fee Schedule"). In general, in a two-party Arbitration, the administrative fee is \$1,200 per party and is non-refundable. There is also an hourly fee of \$500 per hour for Arbitrator time, split equally between the parties. A portion of the Claimant's administrative fee (that, is \$600) may be refundable if the Claimant withdraws the COAM demand and provides notice to NAM within five (5) calendar days of the initial filing of this COAM demand with NAM. Adjournment/Cancellation/Settlement Fees, if applicable, may apply-Please refer to NAM's COAM Fee Schedule.

Counsel or a party's representative accepts responsibility for payment of all fees billed to the Claimant by NAM pertaining to this matter regardless of the outcome of this case. In the event that the party represents him/herself, then the party accepts responsibility for payment of all fees billed to him/her by NAM pertaining to this matter regardless of the outcome of this case. I also understand the following: (a) neither NAM, nor its Officers, Directors, employees, representatives, Arbitrators or Mediators shall be liable for any act or omission in connection with any arbitration or mediation conducted under these Rules or any other rules of procedure mutually agreed upon by the parties; (b) neither NAM, nor its Officers, Directors, employees, representatives, Arbitrators or Mediators is a necessary party in any further alternative dispute resolution or judicial proceeding and may not be called to testify at any subsequent proceeding and (c) the parties agree not to make any claims against NAM for damage, loss or injury and hereby waive any cause of action or other remedy against NAM, its employees, arbitrators/mediators, agents, etc. (d) NAM reserves the right to withhold release of the Arbitrator's award, or any decision of the Arbitrator, until all outstanding fees due to NAM from all parties have been paid.

CLAIMANT by: (signature)

Name: _____

Title: _____

Date ____/____/____

SUBMISSION INSTRUCTIONS FOR CLAIMANT:

To submit this form, please fax, email or mail completed/signed form to NAM as follows:

Fax: 516-874-7533

Email: COAM@namadr.com

Mailing Address:

NAM (National Arbitration and Mediation)

Attention: COAM Disputes

990 Stewart Avenue 1st Floor

Garden City, New York, 11530

Payment of the arbitration administration fee of \$1,200 is to accompany the filing of the COAM Demand. If filing by fax or by email, please include a completed credit card authorization form or contact the NAM COAM Administrator to provide credit card information verbally or to obtain wire/ACH instructions.

RESPONSE TO DEMAND FOR ARBITRATION

NAM CASE No:

RESPONDENT(S): Please take notice that, pursuant to NAM’s COAM Dispute Resolution Rules and Procedures which provides for arbitration of disputes arising thereunder, the Claimant identified above **hereby demands arbitration of a claim against you.** You have fourteen (14) days from the service upon you of the Demand to serve the Claimant and NAM with a Response to this Demand for Arbitration/Arbitration Notice and submit the required fees by messenger service, overnight delivery service by a nationally recognized courier company or by certified mail. If you do not serve the Claimant and NAM with a Response within 14 days of service of this Notice and the required fees, the Arbitrator may enter an award against you.

INSTRUCTIONS for Respondent:

- You must submit this completed Response to the Demand for Arbitration within 14 days of the Claimant’s service of this demand upon you.
- Remit an arbitration administration fee of \$1,200* to NAM by credit card, money order, ACH or by wire
- The arbitration will be administered in accordance with NAM’s COAM Arbitration Dispute Rules and Procedures

RESPONDENT SECTION: REPLY TO DEMAND

The Respondent hereby responds to the demand made by the Claimant as follows (the Respondent should provide a response herein and attach any evidence hereto to support such position):

*The cost of the Arbitration is more fully described in NAM's Fees and Costs for COAM Arbitration Disputes ("NAM's Fee Schedule"). In general, in a two-party Arbitration, the administrative fee is \$1,200 per party and is non-refundable. There is also an hourly fee of \$500 per hour for Arbitrator time, split equally between the parties. A portion of the Claimant's administrative fee (that, is \$600) may be refundable if the Claimant withdraws the COAM demand and provides notice to NAM within five (5) calendar days of the initial filing of this COAM demand with NAM. Adjournment/Cancellation/Settlement Fees, if applicable, may apply-Please refer to NAM's COAM Fee Schedule.

Counsel or a party's representative accepts responsibility for payment of all fees billed to the Respondent by NAM pertaining to this matter regardless of the outcome of this case. In the event that the party represents him/herself, then the party accepts responsibility for payment of all fees billed to him/her by NAM pertaining to this matter regardless of the outcome of this case. I understand the following: (a) neither NAM, nor its Officers, Directors, employees, representatives, Arbitrators or Mediators shall be liable for any act or omission in connection with any arbitration or mediation conducted under these Rules or any other rules of procedure mutually agreed upon by the parties; (b) neither NAM, nor its Officers, Directors, employees, representatives, Arbitrators or Mediators is a necessary party in any further alternative dispute resolution or judicial proceeding and may not be called to testify at any subsequent proceeding and (c) the parties agree not to make any claims against NAM for damage, loss or injury and hereby waive any cause of action or other remedy against NAM, its employees, arbitrators/mediators, agents, etc. (d) NAM reserves the right to withhold release of the Arbitrator's award, or any decision of the Arbitrator, until all outstanding fees due to NAM from all parties have been paid.

RESPONDENT by: (signature)

Name: _____

Date ____/____/____

Title: _____

Address: _____

Phone Number: _____

Email: _____

Counsel for Respondent: _____

Address: _____

Phone Number: _____

Email: _____

SUBMISSION INSTRUCTIONS for Respondent:

To submit this form, please fax, email or mail completed/signed form to NAM as follows:

Fax: 516-874-7533

Email: COAM@namadr.com

Mailing Address:

NAM (National Arbitration and Mediation)

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NAM CONTACT INFORMATION:

Either party may contact the NAM COAM Administrator indicated below for a copy of NAM's COAM Dispute Resolution Rules and Procedures and Fee Schedule or with questions about the arbitration process.

The NAM Administrator for this program is Diana Tkaczuk: 1-800-358-2550 ext. 146.