



Arbitration Procedures Greater Louisville Association of Realtors® (“GLAR”)

Arbitration shall be conducted within the Commonwealth of Kentucky

1. Claimant contacts GLAR
2. GLAR will provide a list of available Arbitrators to the Claimant and a Case Information Form to be filled out by the Claimant. **It is not necessary to submit the completed Case Information Form to GLAR. The form should be provided to the approved Arbitrator as outlined in step 6.**
3. The Claimant may, at his/her option contact all parties to see if they can agree on an Arbitrator.
4. If an Arbitrator can be agreed on, they are free to contact said Arbitrator directly to schedule a session **(This Arbitrator need not be approved by GLAR as long as all parties agree.)**
5. If an Arbitrator cannot be agreed on by the parties, then the Claimant notifies GLAR and a random draw would be performed by GLAR from the list of Arbitrators. GLAR will provide the Arbitrator’s information sheet to the Claimant. After that point, only the Arbitrator could raise issues of conflict.
6. The Claimant must then contact the Arbitrator by sending them the Case Information Form along with the Arbitrator’s initial fee.
7. The Arbitrator will then send notice to the Respondent, and all other parties, regarding the Arbitrator’s selection pursuant to the requirements of the Commonwealth of Kentucky. The Arbitrator will include with said letter a list of available dates for the Arbitration, or for a Pre-Arbitration Hearing.