



BRITISH COLUMBIA ARBITRATION AND MEDIATION INSTITUTE

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To Start a Proceeding

Request for Referral and Appointment

Email, fax or mail to:

British Columbia Arbitration and Mediation Institute

*Provide the following information on your letterhead or complete this form and email, fax or mail to BCAMI with your business card attached. Indicate the payment method for item (4) below.*

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1) **Request from**

Your name: \_\_\_\_\_

Signature: \_\_\_\_\_

Your company name, address, phone, fax and email:

2) Please provide a list of BCAMI mediators \_\_\_\_\_ arbitrators \_\_\_\_\_ for a

\_\_\_\_\_ dispute.

*(eg: construction, contract, family, partnership, strata/condominium. If a condominium dispute, please also attached the appropriate Strata Act forms L, M and, if necessary N).*

Your file or reference number (if applicable): \_\_\_\_\_

3) Arbitrator / Mediator has experience in the area of:

\_\_\_\_\_

4) An Initial Filing Fee due when filing the Notice of Request or Submission to Arbitrate (**which are non-refundable**) payable to BCAMI. If the value of the dispute is:

\$0.00 to \$10,000.00, the Initial Filing fee is \$350.00 plus GST

\$10,001.00 to \$75,000.00, the Initial Filing fee is \$600.00 plus GST

\$75,001.00 to \$150,000.00, the Initial Filing fee is \$1,000.00 plus GST

\$150,001.00 to \$500,000.00, the Initial Filing fee is \$2,000.00 plus GST

\$500,001.00 to \$5,000,000.00, the Initial Filing fee is \$4,000.00 plus GST

\$5,000,001.00 and over, the Initial Filing fee is \$5000.00 plus GST

- 5) Plus a Case Service fee, on the filing of a Statement of Defense or counterclaims, (***which are non-refundable***) payable to BCAMI. If the value of the dispute is:

\$0.00 to \$10,000.00, the Case Service fee is \$175.00 plus GST  
\$10,001.00 to \$75,000.00, the Case Service fee is \$300.00 plus GST  
\$75,001.00 to \$150,000.00, the Case Service fee is \$500.00 plus GST  
\$150,001.00 to \$500,000.00, the Case Service fee is \$1,000.00 plus GST  
\$500,001.00 to \$5,000,000.00, the Case Service fee is \$2,000.00 plus GST  
\$5,000,001.00 and over, the Case Service fee is \$3000.00 plus GST

Cheque \_\_\_\_\_ Money Order \_\_\_\_\_ or charge to:

Card #: \_\_\_\_\_

Expiry date: \_\_\_\_\_ Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

- 6) Brief description of the dispute (attach separate page if required). Please **DO NOT** send evidential or supporting documentation to BCAMI.

- 7) Name, address, phone, fax and email of each party in the dispute:

Claimant (if different from 1 above):

Respondent:

8) If either party is represented by legal counsel, or another representative, please provide names, addresses, phone, fax and email:

Representing the Claimant:

Representing the Respondent:

9) Please reply to: \_\_\_\_\_ Claimant and Respondent directly  
\_\_\_\_\_ Representatives of the Claimant and Respondent

10) Approximate value of the dispute: \$ \_\_\_\_\_

11) Is there an arbitration / mediation clause in your contract? Yes \_\_\_\_\_ No \_\_\_\_\_

Attach copy of the relevant clause, **NOT** the entire contract

12) If there is no clause, have the parties agreed to resolve the dispute using arbitration / mediation?

Yes \_\_\_\_\_ No \_\_\_\_\_

a) Live hearing (in person) request Yes \_\_\_\_\_ No \_\_\_\_\_

with a single arbitrator Yes \_\_\_\_\_

with a panel of three (tribunal) Yes \_\_\_\_\_

b) Documents only hearing Yes \_\_\_\_\_ No \_\_\_\_\_

13) I / We understand the ADR professional’s appointment fee will be collected by the practitioner and remitted to BCAMI. The ADR professional’s appointment fee is collected only when the dispute resolution practitioner is appointed. *(Individual practitioners, not the Institute, set their own fees for mediation or arbitration (generally an hourly rate) based on their experience, skill, and profession and on the matters in dispute. It is recommended that the parties discuss these fees with the practitioner before proceeding with the process).*