

NAM (National Arbitration and Mediation)
Employment Rules and Procedures
990 Stewart Avenue, First Floor
Garden City, NY 11530
Telephone: 1-800-358-2550

Fax: 516-794-8971 www.namadr.com

## NAM EMPLOYMENT RULES AND PROCEDURES REQUEST FOR MEDIATION/MEDIATION NOTICE

CLAIMANT INFORMATIO	<u>N</u>	
Name(s):		
*Contact Person or Counsel:		
Address:		
Phone:		-
Fax:		-
Email Address:		
File/Claim Number:		-
RESPONDENT INFORMAT	<u>ľION</u>	
Name(s):		
*Contact Person or Counsel:		
Address:		
Phone:		-
Email Address:		
*Fax:		-
*File/Claim Number:		-
*if applicable		

**RESPONDENT(S):** Please take notice that, pursuant to NAM's Employment Rules and Procedures which provides for mediation of disputes arising there under, the Claimant identified above <u>hereby requests mediation</u> of a claim with you. You have thirty (30) days to serve the Claimant and NAM with a Reply to this Request for Mediation/Mediation Notice by messenger service, overnight delivery service by a nationally recognized courier company or by certified mail.

## **CLAIMANT SECTION: EXPLANATION OF REQUEST**

The Claima	ant is claiming the follo	owing relief, v	vhich may inclu	ide the follow	ving:	
	Principal balance					
	Interest accrued					
	Legal expenses					
	Cost of mediation*					
	Other (specify)			<del></del>		
				<del></del>		
	Total					
	ne mediation is fully described cedures ("NAM's Fee Sched					
	n of the nature of the d nerein and attach any evi			follows (The	Claimant shoul	d provide a detailed
description	terent and actaen any evi	defice fiereto).				
regardless of the of all fees billed neither NAM, connection with parties; (b) neither alternative dispendent to make an one to make an one of the original regardless of the original	party's representative accepts the outcome of this case. In the distribution of this case. In the distribution of the Officers, Directors, of the any arbitration or mediation ther NAM, nor its Officers, Directors or judicial property claims against NAM for distributions/mediators, agents, etc.	he event that the prining to this matter employees, repression conducted und Directors, employed occeeding and may lamage, loss or in	party represents him er regardless of the of centatives, Arbitrato der these Rules or a ces, representatives, not be called to tes	n/herself, then the outcome of this ors or Mediators on yother rules of Arbitrators or Mediators at any subsectify at any subsection.	ne party accepts re case. I also under shall be liable for f procedure mutu lediators is a neces quent proceeding	sponsibility for payment estand the following: (a) any act or omission in ally agreed upon by the estary party in any further and (c) the parties agree
CLAIMANT	by: (signature)					
Name:						
Title:				Date	_//	_

## **RESPONDENT SECTION: REPLY TO REQUEST**

The Respondent hereby responds to the requ provide a response herein and attach any evid	lest made by the Claimant as follows (the Respondent should lence hereto to support such position):
matter regardless of the outcome of this case. In the every for payment of all fees billed to him/her by NAM pertain following: (a) neither NAM, nor its Officers, Directors, act or omission in connection with any arbitration or med agreed upon by the parties; (b) neither NAM, nor its Officers party in any further alternative dispute resolutions.	of for payment of all fees billed to the Respondent by NAM pertaining to this cent that the party represents him/herself, then the party accepts responsibility ining to this matter regardless of the outcome of this case. I understand the employees, representatives, Arbitrators or Mediators shall be liable for any diation conducted under these Rules or any other rules of procedure mutually officers, Directors, employees, representatives, Arbitrators or Mediators is a ion or judicial proceeding and may not be called to testify at any subsequent tims against NAM for damage, loss or injury and hereby waive any cause of trators/mediators, agents, etc.
RESPONDENT by: (signature)	
Name:	
Title:	Date/

The parties are hereby notified that the Claimant has filed copies of the Arbitration/Mediation Agreement (if applicable) and this Request for Mediation/Mediation Notice at NAM's headquarters.

Either party may contact the NAM Administrator indicated below of the Employment Resolution Rules and Procedures in writing at NAM, Employment Resolution Rules and Procedures, 990 Stewart Avenue, First Floor, Garden City, New York 11530 or by telephone with questions regarding the Arbitration process or NAM's Employment Rules and Procedures and Fee Schedule or to request a copy thereof.

Contact the NAM Administrator,	at
1-800-358-2550 ext.	