

Richard L. Gilbert
Judge, Retired

Richard L. Gilbert
Judge of the Superior Court, Retired
Alternative Dispute Resolution Services
Resolution Arts Building
2630 J Street
Sacramento, Calif. 95816
Tel (916) 442-0414/Fax (916) 442-7046
www.rgilbertadr.com

Amanda C. Gilbert
Attorney at Law

Re:

Dear Counsel:

I am pleased to serve as the arbitrator in the above matter, which is scheduled for \diamond **commencing at \diamond in our office**. Enclosed please find a description of my usual fees and arrangements, as well as an Arbitration Case Information Form, which I request each of you complete and return. Upon receipt of this form, my staff will contact you to schedule an initial Case Management Conference during which we will discuss pre-hearing and hearing procedures.

Please consider this letter as the conflict disclosure required by Code of Civil Procedure Section 1281.9 and Standard 7 of Division VI of the Appendix to the California Rules of Court (The "Standards"). Be advised that I have served as a Dispute Resolution Neutral in the matters listed on the enclosure to this letter in which a party or counsel for a party in this matter was involved.

I am aware of no other information required to be disclosed pursuant to Code of Civil Procedure Section 1281.9 or the Standards, and I am aware of no other information as would require disclosure or disqualification for service as a judicial officer pursuant to Code of Civil Procedure Section 170.1 et seq. Be advised that I have not served and do not accept appointments to serve as a party arbitrator.

In accordance with Standard 10 of the Standards, please note that I, and my associates, will entertain offers of employment as Dispute Resolution Neutrals in other matters involving counsel or a party in this matter. Be advised, also, that we **do/do not** consider this case to be a "Consumer Arbitration" as defined in the Standards.

For purposes of administering the notice requirements of §1281.9 and the Standards we consider the date of my selection as arbitrator to be \diamond .

Finally, in the interests of time and convenience, we are requesting the stipulation of the parties that service of pleadings, papers and notices in this matter may, unless otherwise agreed or ordered in specific instances, be by facsimile transmission with service deemed complete on the date of transmission during regular business hours.

Please acknowledge receipt of this letter and disclosure and confirm your and your client's consent to my selection as arbitrator and your agreement to the service by facsimile stipulation by
Name of Counsel

Date

Page Two

signing and returning the enclosed copy of this letter. Additionally, please complete and return the enclosed Arbitration Case Information Form. I look forward to working with you.

For your convenience, information on our practice, building location, directions and parking information, sample forms and rates and fees may be found at our website, www.rgilbertadr.com.

Sincerely,

Richard L. Gilbert

RLG/dp

Enclosures: Rate Sheet
Arbitration Case Information Form
Deposit Request

Name of Counsel

Date

Page Three

Re:

Receipt of the Disclosures required by CCP Section 1281.9 and the Standards is acknowledged; the stipulation for service by facsimile transmission is accepted; and the appointment of Richard L. Gilbert to serve as arbitrator in the within named proceeding is confirmed.

Name of Party

Counsel

Date: _____