

Two Lakeway Center • Suite 400 • 3850 N. Causeway Blvd. • Metairie, LA 70002 • 504 831

**SMALL ARBITRATION RULES**  
**TWO PARTY ARBITRATIONS WITH AN AMOUNT IN**  
**DISPUTE OF NOT MORE THAN \$25,000.00**

**INTRODUCTION**

**maps** Small Arbitration Rules are designed to provide parties with an expeditious and economical method of resolving claims valued at not more than \$25,000 (exclusive of interest and costs) while ensuring procedural and substantive due process.

**APPLICABILITY**

These Rules shall not be construed to supersede any provisions in the parties' agreement to arbitrate. Any conflicts arising between these Rules and the parties' agreement shall be construed in favor of the parties' agreement to arbitrate.

**PROCEDURE**

1. The party initiating the arbitration shall submit the following:
    - a. That portion of the parties' agreement to arbitrate;
    - b. Signed Agreement to Arbitrate with **maps**;
    - c. Contact information for the Respondent, and
    - d. The fee applicable to the case.
  2. When all paperwork and fees have been submitted to **maps**, a Case Manager will send to the Respondent the following documents via certified return receipt mail:
    - a. The Agreement to Arbitrate with **maps**;
    - b. **maps**' fee schedule; and
    - c. **maps** Small Arbitration Rules and **maps**' General Arbitration Rules.
  3. The Claimant is responsible for full payment of fees when the Agreement to Arbitrate is submitted.
  4. When both parties have executed the Agreement to Arbitrate, we will forward an Arbitrator Selection Form to both parties naming 3 experienced Arbitrators from our arbitration panel. The parties will rank their choices according to the instructions provided with the Selection Form.
  5. In the event the Respondent fails to respond timely to the Claimant's arbitration demand, a default judgment may be taken by the Claimant upon submitting a prima facie case.
  6. The General Arbitration Rules are amended as follows:
    - i. Discovery motions and other interlocutory motions are not favored. The Parties are encouraged to settle their discovery disputes, if any.
    - ii. Written reasons shall not be rendered by the Arbitrator.
-