

ARBITRATION POLICES FOR DISTRICT 6A
Effective June 1, 1998

1. CONTINUANCES

a. Requests for continuances will be handled as follows:

- 1) During the 60 days from the filing of the last answer request should be made to the Arbitration Coordinator;
- 2) Anytime after the 60 days, request for continuance must be made by filing a motion to the Court; (see Arb. Rule 8(b)(2))

b. It is the responsibility of the **requesting party** to coordinate the new date and time with all involved parties including the Arbitrator. Continuances are allowed only by **consent** of both parties. Once the new date and time is set, the Arbitration Coordinator **must be notified** so that new notices can be sent to all parties.

c. If a party objects to the continuation, the Arbitration Coordinator refers the requesting party to the Chief District Court Judge. It is the decision of the Chief District Court Judge to allow/not allow the motion to continue.

2. List of Arbitrators and Selection

A list of Arbitrators is enclosed with each Notice of Case Selection for Arbitration. (See Form AOC-CV-800) Parties may select the arbitrator and respond to the Arbitration Coordinator in writing of the selection made. If the parties cannot agree or do not make a selection, on the 21st day from the date of the notice, the Arbitration Coordinator will make the selection and notify all parties involved and the Arbitrator of the date and time of the hearing.

3. Stipulation to Arbitrator

When a pro se party chooses an Arbitrator and informs the Arbitration Coordinator of the selection, the Arbitration Coordinator will send out a letter to the opposing party asking for their approval or disapproval of the proposed Arbitrator.

(Exhibit A)

4. re-Arbitration Submission

Pre-Arbitration Submission is enclosed with each Notice of Arbitration Hearing. (Form AOC-CVD-801) The parties must send the submission to the Clerk of Court and opposing party within 10 days of the hearing.

(Exhibit B)

5. Hearings - Beginning Time and Location

Hearings are to be one hour in length and **will begin promptly** at the assigned time. It will be the Arbitrator's decision as to whether he/she chooses to wait for a party before proceeding with the hearing. The location of the hearings will generally be held in Courtroom No. 4 of the Halifax County Courthouse located on Ferrell Lane in Halifax, N. C.

6. Signing of Awards

The Chief District Court Judge signs all arbitration awards that are entered as final Judgments in District Court.

7. Payments Order

If a case can be settled by agreement which involved payments, the Arbitration Coordinator will prepare the payments order to be signed by the Chief District Court Judge and filed as soon as possible.

(Exhibit C)

8. Arbitration Order Disbursing Trial De Novo Fee

This form will designate disbursement of the trial de novo filing fee after the arbitration appeal has been heard in District Court. The Judge marks one of the boxes on the form, and the fee is distributed in the proper manner.

(Exhibit D)

9. Cases assigned to Arbitration

Once a case goes to Arbitration, it must remain and be completed in Court-Ordered Arbitration before it can go to District Court, unless exempted/withdrawn per Arbitration Rule 1(d).

This the 1st day of June, 1998.

Paul McCoy, Jr.
Chief District Court Judge