

[date]

RE: [Case Name and File Number]
REQUEST FOR CONFLICTS NOTICE
DATES: [Month, Day, Year – Month, Day, Year]

Dear Parties:

Attached is the **NOTICE OF CASE SELECTION**. Read it carefully as it briefly describes the arbitration process.

As a courtesy to you, this notice is being provided to you by the District Court Judges' Office, Arbitration Administrator. Your case is to be set for an Arbitration Hearing during the period of time indicated in the heading of this Notice. It is required that you advise me, either in writing or by telephone, of any **CONFLICTING** dates between those dates, inclusive, that you would **NOT** be able to be present at your hearing. If I do not hear from you within **20 days** from the date of this letter, I will select a date. Please be advised that once hearings are set, hearings will only be rescheduled for emergency situations and can result in the imposition of fines.

NOTE: On all correspondence, please include the **file number**. If responding by phone, you may leave a message on voicemail. Speak slowly, distinctly and be sure to give **the name and file number** of the case.

For individuals not represented by an attorney, there is a booklet available in the Civil Case Manager's office in room 251 at the Guilford County Courthouse, Greensboro, NC. This booklet explains the arbitration process and how to prepare for the hearing. Please be advised that the Civil Case Manager cannot give you any legal advice or discuss the materials contained in this booklet. This office provides the booklet as a courtesy to help you.

Please note that this case will be scheduled during the above referenced time frame pursuant to the rules for court ordered arbitration. Any pending motions need to be calendared and heard as soon as possible. Your hearing **will not be** continued due to pending motions. The discovery process does not delay the arbitration hearing.

Sincerely,

Sylvia Lewis
Arbitration Administrator

cc:

(The enabling legislation for arbitration is NCGS 7A-37.1. The Supreme Court Rules for Court Ordered Arbitration were adopted on September 14, 1989 and amended on August 1, 1995.)