

Beginning December 1, 2008, all individuals involved in the Court Annexed Arbitration Program will be able to electronically file their arbitration-related documents with the Court. Electronic filing will be available in any cases assigned to the arbitration program on or after that date, as well as all cases pending in the arbitration program as of that date. This automation enhancement provides substantial benefits to e-filers, as explained on the Court's Website (see eFlex-Electronic Filing Information webpage).

The commencement of e-filing in the Court's arbitration program has required us to modify certain processes and procedures. Some of these changes are internal, but others will require adjustments on the part of individuals with cases in the program. Significantly, these modifications will affect all users of the program. The most significant changes are as follows:

1. Arbitration Case Numbers. Previously, an action assigned to the arbitration program kept the same case number after it entered that program. Under our new procedures, cases assigned to the program will keep the same number, but they will have a new "ARB" prefix. Thus, if an action with the case number "CV07-01234" is assigned to the program, its case number upon assignment will change to "ARB07-01234." All documents filed in that action while the case is in the program must bear the "ARB" case number. After an action leaves the program, the case number would revert to the original number (e.g., "CV07-01234").
2. Arbitration Codes. For many years, parties filing documents with the Court have been required to include a code number in the upper-left-hand corner of the document. That requirement will now extend to arbitration-related documents. The Court has created a separate set of code numbers for arbitration-related documents, and those codes can be viewed on the Court's Website (see ADR & Short Trial Commissioner's Office webpage).
3. Pleading Format Required for All Filed Documents. Since the inception of the arbitration program in 1992, the ADR Office has allowed parties to present requests and information in a relatively informal manner; for example, through letters. Under our new procedures, any document submitted to the Court for filing must comply with the form requirements set forth at WDCR 10; that is, the same format used for pleadings.

If you have any questions, please do not hesitate to contact the ADR & Short Trial Commissioner's Office at (775) 328-3293.