



## How to File Your Employment Arbitration Case

### Step 1. Check your contract (agreement) or plan to confirm jurisdiction.

In order to proceed with case administration, the American Arbitration Association (AAA®) must verify whether it is referred to in the arbitration clause. Check to see whether your contract or plan provides for an arbitration clause which refers to the AAA. Sometimes an arbitration clause is located towards the end of a contract or plan. If the contract or plan does not contain the clause you may proceed to Step 2. Otherwise, please see Step 3.

### Step 2. You do not have a contract (agreement) or plan with the other side, the contract/plan does not contain an arbitration clause, or it contains an arbitration clause but it does not refer to the AAA.

In these situations the AAA can proceed if the other party agrees. You may contact the other side(s) and jointly fill out a Submission to Arbitration, which can be found on the AAA's website. Once you have the complete Submission agreement form signed by all parties, you may proceed to Step 3.

### Step 3. Once you confirm the AAA is named in the arbitration clause, you may begin the arbitration process by gathering the following documents:

- Notice of Arbitration (Employment Rules Demand for Arbitration Form) and/or a Statement of Claim explaining the nature of the dispute and the relief requested
- The contract/plan with the arbitration clause that refers to the AAA or the Submission agreement signed by all parties
- Any supporting documents or exhibits
- Appropriate Filing Fee

### Step 4. File your case.

When you have all the above documents ready, you can file your case in any one of the following ways:

- Online: <https://apps.adr.org/webfile> or <https://www.adr.org/FileOnline>
- Email box: [casefiling@adr.org](mailto:casefiling@adr.org)
- Facsimile: 1-877-304-8457
- Mail: American Arbitration Association – Case Filing Services, 120 Broadway, Floor 21 - Intake, New York, NY 10271

**Important Note:** You must also send a copy of all documents (Notice of Arbitration and any supporting documents) to the other party and keep a copy for your records. Additional information about filing by mail can be found on our website.



## Step 5. What happens next?

Once the AAA makes an administrative determination that the filing requirements are met a case administrator will be assigned to begin the process. Please keep in mind that since case managers must remain impartial and independent, they are not your legal representatives. Therefore, all communication from you to them must be made with notice to the other party (i.e., copying them in the email communication to the AAA or via joint conference). While AAA staff cannot offer parties or their counsel legal advice, we can assist the parties in facilitating procedural solutions. Please do not hesitate to call or email us if you have procedural or administrative questions.

"Steps of the Employment Arbitration Process" will provide you an overview of the process.