

**MAY 2020**  
**SPECIAL CIRCUMSTANCE**  
**ARBITRATION PROCEDURES**

- a. Arbitrators will conduct May 2020 Arbitration Calls telephonically.
- b. A telephone call-in number and code will be posted on the Commission website.
- c. The times and dates for each of the Arbitration Calls will be posted on the website.
- d. When conducting their Calls, Arbitrators will call cases by the page, only.
- e. Arbitrators will set cases for hearing from the May 2020 Call Sheets, for hearing on trial dates in the month of June 2020.
- f. No Motions will be heard.
- g. Cases will only be set by Agreement.
- h. The party that requests the date must notify their opponent of the scheduled trial date, in writing.
- i. No Emergency 19b's or 19-b1's will be set from this Call.
- j. Emergency matters will still be heard by the Emergency Arbitrators, during the month of May.
- k. Only cases that are ready to be tried should be set.
- l. No more than 10 above the line May cases will be set for each of the June trial dates at that Call.
- m. No more than 25 total May cases will be set off of the May Call for each of the June trial dates.

- n. Parties must notify the Arbitrator of the status of the case to determine whether or not it may proceed. For downstate cases, notify both the setting and June hearing Arbitrators.
- o. If needed, the matter will be continued and returned to the next regularly scheduled Arbitration Call.
- p. Any matter that does not receive a trial date will automatically be returned to the call, whether or not it is above the line.
- q. For downstate venues, the cases set in each venue will stay in each venue, i.e., Arbitrator Lee will set cases in May, for June, but they will be heard in June by Arbitrator O'Brien. When they are returned to the call, they will revert to Arbitrator Lee.
- r. The parties may communicate, by e-mail ONLY, with the arbitrator that set the trial date, or in the case of a downstate setting, and the hearing Arbitrator, for discussion, assistance and to advise of settlement or continuance.