

FINANCIAL ARBITRATION FAQ

HOW DO I FILE FOR ARBITRATION?

- Complete either an [NCDS Demand for Mediation or Arbitration Form](#);
- Attach a detailed description of the nature of your claim and detailed outline of the remedy you are seeking, along with a copy of the pertinent contract;
- Compile all paperwork, as listed on the [NCDS Demand Form](#); and
- Submit to NCDS at: 12900 Hall Road, Suite 401, Sterling Heights, MI 48313.

WHERE CAN I GET THE NCDS FORMS?

- [Click here](#) to download a form; or
- Email us at info@ncdsusa.org and we will send you a copy of the pertinent forms and rules.

WHAT OTHER DOCUMENTATION MUST I PROVIDE?

- **Four signed copies** of your completed Demand Form, along with four copies of all evidence to be presented;
- **Two copies** of the pertinent contract; and
- **Your Administrative Fee**, as determined by the Fee Schedule outlined in the Financial Arbitration Rules.

HOW LONG DOES THIS PROCESS TAKE?

- After we receive your paperwork and no items are determined to be missing, the first mailing sent out by NCDS contains 90-day calendars. It is our goal to have your hearing scheduled to be heard within this time frame.
- After your hearing, the Arbitrator has 30 days to return the Award to NCDS.
- Ideally, the process takes from 90 - 120 days from start to finish.
- Your time is important, and NCDS Case Administrators do all they can to ensure timely and efficient neutral administration.

DO I NEED AN ATTORNEY?

Arbitration participants are not required to retain counsel. However, many disputants have indicated that they have felt more comfortable having an attorney present. We simply ask that any party who retains an attorney provide NCDS with Notice of Representation at least five days prior to the hearing, as outlined in the [Rules](#).