

Arbitrator's Budget Worksheet

Arbitrator's Name	
Claim Number	

Projected Fees

Please indicate the *maximum* number of hours or days you expect each task to require based on the information currently available. If you overestimate, AHLA will return unused funds to the parties.

Task	Date(s)/ Due Date	Estimated Time	
		Hours	Days
Pre-Hearing			
Issue scheduling order			
Issue order on confidentiality			
Rule on discovery motions			
Rule on dispositive motions			
Issue subpoenas			
Hearing Prep/Hearing/Award			
Rule on pre-hearing motions			
Review pre-hearing briefs			
Review witness lists and check for conflicts			
Review exhibit lists and exhibits			
Travel to and from the hearing			
Conduct the hearing			
Draft and finalize the award			

Projected Expenses

Airfare	From:	To:
Ground Transportation	From:	To:
Ground Transportation	From:	To:
Mileage	From:	To:
Hotel	No. of Nights:	
Breakfast	No. of Days:	
Lunch	No. of Days:	
Dinner	No. of Nights:	
Room rental	No. of Days:	
Photocopying	No. of Pages:	