

NORTH CAROLINA
GUILFORD COUNTY

IN THE GENERAL COURT OF JUSTICE
DISTRICT COURT DIVISION
File No. _____

Plaintiff
v.

Defendant

**PRE-ARBITRATION
SUBMISSION**

Pursuant to the Civil Case Management Rules, at least ten (10) days before the date set for hearing, the parties shall exchange the following: (1) list of witnesses they expect to testify, (2) copies of documents or exhibits they expect to offer into evidence, and (3) a brief statement of the issues and their contentions. Parties may agree in writing to rely on stipulations and/or statements, sworn or unsworn, rather than a formal presentation of witnesses and documents, for all or part of the hearing. Plaintiff Defendant hereby states:

1. I expect to call the following persons as witnesses in the arbitration hearing and have listed all persons that I may call, but I understand that I am not required to call all the witnesses that I have listed below.

(a) _____

(b) _____

(c) _____

2. I expect to offer the following documents or exhibits into evidence and have attached copies of all of the listed documents to this Pre-Arbitration Submission. I further understand that the failure to provide all parties with any documents at least ten (10) days before the hearing may be grounds for its exclusions at the hearing.

(a) _____

(b) _____

(c) _____

3. It is my contentions that the issues involved in this matter are briefly stated as follows:

4. By my signature below, I hereby certify that I have served this Pre-Arbitration Submission upon the opposing attorney or unrepresented party pursuant to Rule 5 of the North Carolina Rules of Civil Procedure.

This the _____ day of _____, 20_____.

Attorney for Plaintiff Plaintiff

Attorney for Defendant Defendant

CERTIFICATE OF SERVICE

I, the undersigned hereby certify that I have this day served upon all counsel of record and/or unrepresented parties a copy of the foregoing Pre-Arbitration Submission by

Personal delivery mailing it first-class mail, postage pre-paid to the individual at the address indicated.

Name of Person Served _____
Address of Person Served _____

This the _____ day of _____, 20____.

 Attorney for Plaintiff Plaintiff

 Attorney for Defendant Defendant