

RULES FOR CLAIMS UP TO \$50,000

Effective August 1, 2016

Purpose

Hassell Arbitration's rules are designed to keep arbitration simple and enable swift justice. Hearings occur within 2 weeks and are ½ day long.

Timeline

The organisation of the rules generally follows the timeline below:

Start Day Notice to Arbitrate *Note: the arbitration fee is due by day 5*

Day 7 Summaries and Documents

Day 13 +/- Hearing

Day 14 Final Decision

Note: there are additional rules at the end that apply at all times.

Start Day - Notice to Arbitrate

Arbitration starts when a notice to arbitrate is completed, filed by email to arbitrate@hassellarbitration.ca or fax to 416-342-1776 and accepted by the arbitrator (following a conflict check). Acceptance will be confirmed by email.

Once the notice to arbitrate is filed and accepted, the parties are committed to the arbitration process and cannot reverse their decision to arbitrate.

All aspects of the arbitration and its outcome are confidential.

The arbitrator will not act as mediator or mediator-arbitrator. Parties can settle at any time, but should be ready to proceed in the absence of settlement.

Day 7 - Summaries and Documents

Summaries and documents from both parties are due on day 7. Summaries and documents shall be served and filed by email to the arbitrator at arbitrate@hassellarbitration.ca copying the other party.

If the combined size of all files is too large for email, a usb drive containing the documents shall be delivered to the arbitrator and other party.

Summaries should explain who, what, when, where and why. Summaries are considered evidence unless the arbitrator rules otherwise.

Summaries should outline what order the party wants from the arbitrator. Both the claimant and respondent can ask the arbitrator for an order. Summaries do not require any formality. Summaries shall be no more than 2 pages long using double spacing and a 12 point font.

All documents will be considered evidence at the hearing unless the arbitrator rules otherwise. Each party is entitled to a maximum of 10 documents and 50 pages of documents. Excerpts of documents are permissible. An email chain is one document.

Day 13 +/- Hearing

The arbitrator will schedule the hearing on a convenient day around day 13. The hearing will be one half day. Subject to any changes determined by the arbitrator, each party will present its case in the usual manner with the following time limits:

30 minutes	Opening statements and preliminary issues, if any.
1 hour	Claimant's case: 20 minutes direct examination(s) of claimant witness(es) 20 minutes cross-examination(s) by respondent 20 minutes arbitrator's questions(s)
1 hour	Respondent's case: 20 minutes direct examination(s) of respondent witness(es) 20 minutes cross-examination(s) by claimant 20 minutes arbitrator's questions(s)
30 minutes	Closing arguments and flexible time.

Day 14 - Final Decision

All decisions are confidential, final and binding. The decision may not be appealed for any reason including on a question of law.

A written decision will be released to the parties with reasons.

Representation and Costs

A party may be self-represented (includes an officer or employee of a corporation), represented by a paralegal or represented by a lawyer.

The arbitrator can make an award of costs, including arbitration costs, lost opportunity cost and legal costs.

Arbitrator, Law and Evidence

The arbitration will be before a single arbitrator of Hassell Arbitration, who is an independent and impartial person who does not represent any party and does not have any legal advice for any party. Unless he is in a conflict or cannot act, Mick Hassell will be appointed arbitrator. If Mick Hassell cannot act as arbitrator for any reason, he will appoint an arbitrator. If Mick Hassell cannot appoint an arbitrator for any reason, the appointment of an arbitrator will be done pursuant to the arbitration rules of the ADR Institute of Canada.

Unless the parties agree otherwise, the arbitration shall be conducted in accordance with the laws of the Province of Ontario and the arbitration shall be held in Ontario.

Hassell Arbitration's rules may be amended from time to time and the rules in place at the time the notice to arbitrate is filed apply. The arbitrator may deviate from the rules in the arbitrator's own discretion to facilitate swift justice. Any party may request clarification of a rule by email to the arbitrator copied to the other party. The arbitrator may direct a telephone or videoconference.

Formal rules of evidence need not be followed and the arbitrator will determine what evidence is admissible and how much weight to give to the evidence. The arbitrator may question witnesses from either side at any time.

For arbitrations involving more than two parties, the arbitrator will circulate a revised hearing schedule to account for the additional parties.

No party may compel the arbitrator and/or the arbitrator's staff to testify in any proceeding. Hassell Arbitration will not be liable to any party or person for any act or omission relating to the arbitration. The parties jointly and severally

indemnify and hold harmless Hassell Arbitration. The arbitrator will have the same protections and immunities as a Judge of a Superior Court.

Only the arbitrator may record the hearing and no party has any entitlement to the recording.