

Arbitration – how to appoint us as your Arbitrator

Whether you have chosen us together, or we have been nominated on your behalf by IFLA (the Institute of Family Law Arbitrators) the first step is to complete an application form ARB1. There will be a different form to complete for a financial or child related arbitration.

Legal advice

You will need to take some legal advice about the nature of the agreement you are entering into, and the implications of an award being made. If you don't already have a lawyer, we have teamed up with two local firms to provide independent legal advice for a fixed fee of £120 per person, which will be provided online or over the telephone. We will not be able to proceed unless you have taken advice, as it is crucial that you understand what effect the outcome could have on you and your family.

First steps

Once complete, the application form is sent to IFLA. We will invite you to attend a short meeting (in person or online) to decide what steps need to be taken, and to go through fees with you both. We will usually ask you each to provide:-

- A statement that sets out your case. This must be no longer than 25 pages, it must be in font size 12, with 1.5 spacing
- A chronology – this should be agreed if possible
- A paginated bundle of documents that include the evidence and exhibits you wish to rely on. It should have an index, and will also need to include copies of previous or existing court orders and directions
- Anything else that, having had a preliminary meeting with you, we think you need to produce

The entire case paperwork must not be more than 350 pages, and it must be sent in electronically.

First hearing

We will work together to find a suitable date, time and venue for your hearing, either in person or online, which will be no longer than 4 hours. We will need to know who is attending, so that we can make sure we have room for you all.

At that hearing, we will hear from both of you (and your solicitors if you have them) and at the end we will decide upon the timescale for making the final award. If we need more information or there are issues that need an interim hearing and decision, we will provide directions for you. Sometimes you may need more than one hearing.

Final award

Your written determination and/or opinion will be sent out to you electronically.