

ADR NEUTRAL NAME, ADDRESS, TELEPHONE, FAX AND EMAIL:	<i>Reserved for Clerk's File Stamp</i>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES</b>	
COURTHOUSE ADDRESS:	
PLAINTIFF:	
DEFENDANT:	
<b>NOTICE OF ALTERNATIVE DISPUTE RESOLUTION (ADR) HEARING</b> <input type="checkbox"/> Arbitration <input type="checkbox"/> Mediation <input type="checkbox"/> Early Neutral Evaluation <input type="checkbox"/> Settlement Conference	CASE NUMBER:

**YOU ARE HEREBY NOTIFIED THAT:**

1. The above matter has been scheduled for an ADR hearing as follows:

**DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_  a.m.     p.m.

**LOCATION:** \_\_\_\_\_

2. The ADR process must be conducted and any ADR-related documents filed on or before the court-ordered completion date of \_\_\_\_\_.

3. Continuances are not favored and can only be granted by the ADR Neutral up to the aforesaid completion date. Continuances beyond said date can only be granted by the department that ordered the ADR process. Counsel should check with the clerk of said department for procedures.

Dated: \_\_\_\_\_

.....  
 (TYPE OR PRINT NAME)

\_\_\_\_\_  
 (SIGNATURE OF NEUTRAL)

**PROOF OF SERVICE BY MAIL**

*I am over the age of 18 and not a party to this action. I am a resident of or employed in the county where the mailing occurred. My residence or business address is noted above. I served this Notice of ADR Hearing on the date noted below upon each party or counsel by depositing in the United States mail at \_\_\_\_\_, California, one copy of the original herein in a separate sealed envelope to each address as shown in the attached mailing list with postage thereon fully prepaid.*

*I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.*

Dated: \_\_\_\_\_

.....  
 (TYPE OR PRINT NAME)

\_\_\_\_\_  
 (SIGNATURE OF DECLARANT)

**COUNSEL SHALL IMMEDIATELY NOTIFY ADR NEUTRAL and ADR CLERK IF ANY ATTORNEY OR SELF-REPRESENTED PARTY IS NOT LISTED IN THE PROOF OF SERVICE BY MAIL.**