



IV. MEETINGS AND HEARINGS

Commencement of the Arbitration

The arbitrator will set the date, time and place of the hearings in the arbitration and give adequate written notice to the parties. (IFTA Rule 9.1). The date of the arbitration shall be set as early as possible, not to exceed sixty days from the filing or due date of the last response to the last claim to be submitted to IFTA. (IFTA Rule 9.1). However, if good cause exists, the arbitrator may designate a date that shall not exceed 120 days after the last response is filed or due to be filed with IFTA unless the parties and arbitrator collectively agree to extend such date, or the arbitrator extends the date for good cause. (IFTA Rule 9.1). If the claimant fails to prosecute its claim within the designated time period, the arbitrator will dismiss the claim and any counterclaim or cross-complaint without prejudice if the cause for the delay was beyond the control of the parties. (IFTA Rule 9.1). If the arbitrator is unable to proceed, either party may submit an application for removal of the arbitrator and recommence procedures for selection of an arbitrator to serve as an alternate arbitrator. Upon the appointment of an alternate arbitrator, and upon written request from the Arbitral Agent, the original arbitrator shall promptly deliver all documents and other materials to the substitute arbitrator. (IFTA Rule 9.1).

Fast Track

Fast Track is an expedited arbitration process automatically applying an accelerated timeline to resolve the arbitration when the following criteria is met: Respondent fails to provide a statement of defense to the Notice of Arbitration as set forth in Rule 8.5, or fails to remit the Arbitrator's initial fee deposit as set forth in Rule 14.3, and the claim is \$100k or less; or for claims of any amount, when the parties mutually agree in writing to Fast Track, and make a request to the Arbitrator within seven (7) days of the Arbitrator's designation. (IFTA Rule 1.2.1).

If Fast Track applies, the Arbitrator shall set a hearing within fourteen (14) days after the Respondent's failure to provide its response to the Notice of Arbitration, and no later than twenty-one (21) days after the Respondent's failure to provide such response. (IFTA Rule 9.1).

Scheduling

The hearing will be conducted on successive working days until it is concluded, subject to any adjournments which the arbitrator allows, and will be heard in private unless all parties agree otherwise. (IFTA Rule 9.2-9.3).

Arbitrator's Powers

The arbitrator shall: 1) determine the rules of procedure for the arbitration; 2) determine whether to allow testimony by letter or affidavit or by telephone and establish other reasonable rules of evidence as may be required in any particular case; 3) determine the admissibility, relevance, materiality and weight of the evidence; 4) determine whether a written record shall be kept of the proceedings; 5) allow the parties to submit written or oral argument in support of their positions; and 6) determine the language in which the arbitration is to be conducted, and include a reasonable provision to be made for translations of testimony. (IFTA Rule 9.4-9.7).

Party Rights Regarding Formal vs. Informal Hearings

Where the sums of money or issues in dispute do not justify the time and cost for travel to the site of the arbitration, either party may request that the dispute be resolved without requiring a formal hearing and solely, or in part, by a filing of such appropriate documents as shall be determined by the arbitrator. (IFTA Rule 9.8). The decision to conduct the arbitration solely or partly upon written documentation shall be determined in the discretion of the arbitrator.

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