

JAG Administration

JAG's Offices

Offices of the Judicial Arbitrator Group are designed for efficiency and function, with ample facilities for arbitration hearings, settlement conferences and summary jury trials. There is generous space for private attorney-client conferencing. Computerized attorney work stations with access to internet, e-mail, word processing and legal research are available. All facilities of the Judicial Arbitrator Group are handicap accessible with convenient parking nearby. Clients with special needs are encouraged to contact JAG staff prior to any proceedings if special assistance will be required. For the location of nearby parking lots, restaurants, and hotels, counsel should click on the "Find Us" link in the left sidebar on each page.

Since resolving contested issues is often more easily accomplished on "neutral ground," we encourage counsel to feel free to utilize the office space at the Judicial Arbitrator Group, Inc. offices in Denver or, if appropriate, Colorado Springs.

Staff of the Judicial Arbitrator Group is available to conduct hearings and conferences at other locations as well, both throughout the state of Colorado and elsewhere. Often times, in complex cases involving a large number of participants, it is easier, and more economical to move an arbitrator than several litigants.

Fees

Fees charged by staff of the Judicial Arbitrator Group, Inc. are based on an hourly rate and will vary with the arbitrator selected and the nature of the case submitted. Such factors as the number of parties, location, or unusual travel requirements may affect the rate. Counsel should verify the hourly rates for the arbitrator selected when scheduling of the case.

Arbitrator time is billed between \$290.00 and \$500.00 per hour.

Law clerk, paralegal support, or accounting services are billed at an hourly rate. Call for details.

Non-legal, management and administrative services performed by our administrator in receiverships or other functions are billed at \$100.00 per hour.

Costs of producing summary jury trials or focus groups include actual expenses such as jury procurement, and surveying and compensation, videotaping, arbitrator time and a project coordination fee for trial management services.

Costs

Travel time incurred by the staff of the Judicial Arbitrator Group, Inc. is charged at one-half (1/2) the selected arbitrator's normal hourly rate. In addition to the costs of public transportation (air, rail, etc.), cases requiring travel outside the state of Colorado will be assessed a flat charge necessary to cover the cost of lodging, meals ground transportation, car rental and other related expenses.

The Judicial Arbitrator Group, Inc. does NOT charge filing or administrative fees.

Deposits and Cancellation Fees

In binding arbitration hearings or domestic relations settlement conferences counsel will be required to forward a deposit based upon the chosen arbitrator's hourly rate and the estimated time required for trial and deliberation. Participating parties should contribute equally in the submission of the required deposit.

Arbitration hearings or settlement conferences cancelled OR continued within fourteen (14) days of the scheduled matter will be subject to a cancellation fee based upon the arbitrator's hourly rate and number of days reserved but not used.

Counsel involved in cases where a special billing agreement or split exists should notify JAG accounting staff, as well as all parties, in writing, of such agreement at least seven (7) days prior to the scheduled matter. Failure to do so will result in an equal billing split and responsibility for payment assigned accordingly.

Accounting

Clientele of the Judicial Arbitrator Group, Inc. are able to receive current, accurate financial information regarding account balances and billing by contacting the accounting clerk, Ms. Janey Rodriguez.

In cases with unique or special billing requirements, counsel should contact Ms. Rodriguez in writing to clarify and establish billing responsibility and protocol. All special billing information is confidential and will not be provided to the chosen arbitrator in the instant case.

Scheduling

Scheduling of matters with the Judicial Arbitrator Group is accomplished through an automated calendaring system operated by staff members. Arbitrator selection is by preference of involved counsel unless choice is delegated to Judicial Arbitrator Group, Inc. by prior agreement of all parties.

To check calendar status of specific arbitrators for last minute availability due to cancellations or continuances counsel should click the "Arbitrators' Calendars" link in the left sidebar on each page.

JAG arbitrators are available to resolve certain matters by teleconference. Appropriate matters suitable for resolution through teleconference should be scheduled through one of the JAG scheduling clerks.

Documents required for JAG hearings can be delivered, telefaxed, or e-mailed to the appropriate JAG office or the selected arbitrator. Counsel unsure of the correct location for delivery or faxing of materials should contact Ms. Rhonda Durst, clerk in the Denver office, for clarification.

Administrative questions and settlement or arbitration materials should be directed to Ms. Karen Rawlins, clerk for Colorado Springs cases in the Colorado Springs JAG office.

