

MEMORANDUM

TO: All Santa Clara County Bar Association Fee Arbitrators

FROM: Fee Arbitration Executive Committee

DATE: October, 1995

RE: Arbitrator Impartiality 95-02

Thank you again for giving your time to the fee arbitration program. Your efforts are appreciated and we realize that the success of our endeavor is dependent on your participation. Thank you.

The Fee Arbitration Executive Committee has developed the following guidelines for arbitrators to help ensure that all arbitration hearings are conducted fairly:

- 1. No gifts should be accepted by any panel member. This includes donuts, coffee, etc.**
- 2. Other than a greeting, panel members should not discuss anything with any of the parties present outside of the hearing.**
- 3. All parties to the arbitration should enter and exit the conference room at the same time.**
- 4. No panel member should have a conversation outside of the conference room with any of the participants.**
- 5. Depending on the size of the room, there should be as much space as possible between the panel members and the participants and between the participants themselves.**

These are put forth as guidelines to ensure that all arbitrations maintain the appearance of impartiality. Thank you for helping us provide a fair and impartial public service.