

AAA® EXPEDITED/FAST TRACK ROADMAP



Cases \$100K or less under Commercial Rules
Cases \$150K or less under Construction Rules (two-party cases only)



FILING AND INITIATION

ARBITRATOR SELECTION

PRELIMINARY HEARING

INFORMATION EXCHANGE AND PREPARATION

HEARING

THE AWARD

DAY 1 – 20

The AAA typically commences its administration of a matter upon receiving a demand for arbitration from one party, the “claimant,” against another party, the “respondent.” The filing party also must file with its demand the arbitration clause contained in the contract between the parties and the filing fee. Once it receives these documents and the filing fee, the AAA acknowledges receipt to all parties and sets a deadline for the respondent party to file an answer. If the AAA or the AAA rules are not named in the arbitration clause, the AAA may administer the case only with the consent of all parties. The AAA may require the parties to file a Submission to Dispute Resolution.

DAY 20 – 35

Based upon the parties’ expressed arbitrator qualification criteria, the AAA provides to the parties a list of five arbitrator candidates from the AAA’s roster of arbitrators along with the listed arbitrator’s resume. If parties are unable to agree on an arbitrator from this list, each party may strike up to two names and rank the remaining arbitrators. The arbitrators’ rankings determine whom the AAA will invite to serve.

DAY 35 – 50

At this meeting, often conducted via videoconference, the arbitrator sets the schedule for the case. During this meeting, the arbitrator identifies procedural matters, such as exchanging information, attendees, witnesses, and the hearing date (if any). The Scheduling Order, which serves as the framework for hearing preparation, is established.

DAY 50 – 95²

The parties continue working within the timeframes set forth at the Preliminary Hearing to manage information exchange and prepare their presentations. The arbitrator authorizes any document or information exchange or sharing.

DAY 95 – 125

Parties present testimony and evidence to the arbitrator. For cases under the Commercial Rules-Expedited Procedures, unless agreed otherwise between the participants, the hearing must be conducted within 60 days of the preliminary hearing .

The Construction Rules-Fast Track Procedures provide that the hearing must be closed within 45 days from the preliminary hearing unless agreed otherwise between the participants or the arbitrator extends the time in very limited circumstances.

DAY 120 – 135

The arbitrator closes the record and, no more than 14 days later, issues a decision on the parties’ claims and counterclaims. The award is typically a standard award and is not required to set forth the arbitrator’s reasoning. Aside from any administrative issues unrelated to the merits of the case, the services of the arbitrator and the AAA are completed when the award is issued.

EXPECTED COSTS AT THIS STAGE

Filing fees are based on the monetary value of the claim. Please consult the appropriate fee schedule.

EXPECTED COSTS

Costs for arbitrator selection are included in the filing fee paid. Standard flat rate compensation schedules for arbitrators are available under some AAA Rules¹. AAA Rules may be found at www.adr.org/rules.

EXPECTED COSTS

For Expedited and Fast Track cases, arbitrators serve at a flat per-case fee. If the case settles or is withdrawn after the preliminary hearing, the arbitrator still receives one-half of the flat fee.

EXPECTED COSTS

Included in the arbitrator’s flat fee.

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Included in the arbitrator’s flat fee. There is an administrative charge (Final Fee) for an in-person hearing. Another potential cost is hearing room rental at the AAA or other facility. Please note – if the parties request or need a second day of hearing, the arbitrator’s hourly rate will apply from that time forward.

EXPECTED COSTS

Included in the arbitrator’s flat fee.

¹ In 2024, the flat rates for arbitrators under the Commercial Expedited Procedures are \$1,350 or \$1,450 (CA or NY), and under the Construction Fast Track Procedures the flat rate is \$1,750. Please consult with your regional office to confirm actual rates.

² For cases under \$25K under both sets of Procedures, by default the arbitrator will decide the case by document submission only based on a schedule the arbitrator sets during the preliminary hearing phase of the case.