

## **ELEVENTH JUDICIAL CIRCUIT MANDATORY ARBITRATION CENTER GUIDELINES FOR USE**

Effective November 1, 2009, the McLean County Circuit Court offers use of the Eleventh Judicial Circuit Arbitration Center to attorneys for depositions, private arbitration, or similar hearings. If you have questions regarding the use of the facility, or the availability of the Arbitration Center, please contact the Arbitration Administrator at (309) 827-7584.

1. The center is only available during days when an arbitration hearing or a mediation hearing is not previously scheduled, and the facility is otherwise available. A schedule of the current arbitration and small claims mediation hearings is posted on the McLean County website. All persons must contact the Arbitration Administrator to check availability prior to registering.
2. The center is only available Monday - Friday from 8:30 AM – 12:00 Noon, and 1:00 PM – 4:30 PM – no exceptions.
3. Attorneys wishing to reserve a room must complete the reservation form (see attached), and return the reservation form to the Arbitration Center with the appropriate fee.
4. The scheduling of a stenographic or reporters or videotape services is the responsibility of the attorney conducting the hearing. The Eleventh Judicial Circuit will not provide referrals for these services.
5. All audio and video equipment, including power cords, connectors, power strips, televisions and data or video projectors must be provided by the attorneys. Equipment must be removed at the end of each day. McLean County and the Arbitration Administrator, or their designees, are not responsible for any equipment lost, damaged or stolen while conducting a hearing.
6. Fees for use are as follows:
  - ½ day (8:30 AM – 12:00 noon or 1:00 PM – 4:30 PM): **\$50.00**
  - Full day (8:30 AM – 4:30 PM, with break for lunch): **\$100.00**

All fees are due 3 business days prior to the event. Failure to pay the appropriate fee will result in cancellation of any reservation. Checks should be made out to: **Arbitration Center Use Fee. Refunds are only available if the reservation is cancelled 24 hours in advance of the deposition. Fees are subject to change without prior notice.**

7. Attorneys, witnesses and other persons appearing should park in the Lincoln Parking Deck located on the corner of East and Front Streets, Bloomington, IL (1/2 block east of the Arbitration Center).

### **Contact Information:**

Arbitration Administrator  
Eleventh Judicial Circuit Arbitration Center RM 400B  
200 W. Front Street  
Bloomington, IL 61701  
(309) 827-7584

**Eleventh Judicial Circuit Mandatory Arbitration Center  
Room Reservation Form**

Name: \_\_\_\_\_

Law Firm/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Case Number: \_\_\_\_\_

Case Name: \_\_\_\_\_

Case Parties: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Time of Reservation (Start/End): \_\_\_\_\_

Payment (Check one):

½ Day - \$50.00

Full day - \$100.00

This reservation form and all fees are due 3 business days prior to the reservation. Failure to pay the appropriate fee will result in cancellation of any reservation. Checks should be made out to:

**Arbitration Center Use Fee**

The McLean County Auditor shall deposit such fees in the following account: 0001-0016-0016-0410-0060 (Room Reservation Fee – Circuit Court)

Refunds are only available if the reservation is cancelled 24 hours in advance of the reservation date.

Mail this form with the appropriate use fee to the following address:

Arbitration Administrator  
Eleventh Judicial Circuit Arbitration Center RM 400B  
200 W. Front Street  
Bloomington, IL 61701

## **ADMINISTRATIVE ORDER 2009-21**

### **Establishing a Use Fee for the Eleventh Judicial Circuit Mandatory Arbitration Center**

Whereas, the Chief Judge, under Illinois Supreme Court Rule 21 is granted general administrative authority for the judicial circuit to promote the efficient processing of cases within the Circuit; and

WHEREAS, the Eleventh Judicial Circuit established a Court-Annexed Mandatory Arbitration Center in 1995 to promote alternative dispute resolution within the Circuit; and

WHEREAS, the Chief Judge, and the Judges of the Circuit Court find that the use of the Arbitration Center for depositions, private arbitrations and other similar hearings promotes efficient case management and furthers the administration of justice; and

WHEREAS, at the August 5, 2009 meeting of the Circuit Court, the use of the Arbitration Center for the above purposes was approved beginning on November 1, 2009:

IT IS ORDERED that the Circuit Court establish a use fee for the Mandatory Arbitration Center, and said fee shall be as follows:

One-half (1/2) day:	\$50.00
Full day:	\$100.00

The Circuit Court shall also establish guidelines for use of the Arbitration Center, and a copy of such guidelines shall be available from the Administrative Assistant for Arbitration or the Trial Court Administrator.

This order is effective immediately upon signing.

Dated this 6th day of October, 2009

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Elizabeth A. Robb, Chief Judge  
Eleventh Judicial Circuit