

## CHECKLIST and AFFIRMATION FOR NOMINATION

[To Be Completed by Nominating Fellow]

Please ensure that all of the following information has been provided in the nomination packet:

- (1) Nomination Letter from Nominating Fellow;
- (2) Seconding Letters from Seconding Fellows;
- (3) Nominee's completed and signed Arbitration Experience Summary;
- (4) Nominee's Letter of Interest; and
- (5) Nominee's current CV.

Completed nomination packets should be sent electronically to CCA Membership Committee Chair, Allison J. Snyder, at [asnyder@porterhedges.com](mailto:asnyder@porterhedges.com). *NOTE: If sent by email, you do NOT need to send a hard copy.*

Please affirm below that you have reviewed the nomination and that it satisfies the following requirements:

- (1) The nomination and seconding letters address the Fellows' personal knowledge of the nominee's experience in the field of commercial arbitration, and his/her character and professional background.
- (2) The Arbitration Experience Summary details the nominee's activities in the field of commercial arbitration, including the number and types of disputes arbitrated, the complexity of the disputes arbitrated, the nominee's service on tribunals as a sole arbitrator, as a chair and as a wing arbitrator, and inclusion on recognized commercial arbitration provider rosters.
- (3) At the time of nomination, the nominee must have a minimum of ten (10) years' experience in the field of dispute resolution, which may include prior judicial experience or relevant academic or advocacy experience but must include substantial experience serving as a commercial arbitrator in cases for which a final award has been issued. The nominee may be a non-lawyer if s/he possesses substantial experience serving as a commercial arbitrator and is currently listed on the roster or panel of a recognized arbitration services provider.

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[Signature of Nominator]

Dated: \_\_\_\_\_, 20\_\_\_\_