

For arbitrators serving as sole neutral, chair, or party-appointed arbitrator in AAA, JAMS, FINRA, ICC, and ad hoc proceedings. Complete with ACORD 125. Attach a description of services, a sample client contract or engagement letter, resumes or credentials of key professionals, and five years of loss runs.

1 APPLICANT / BUSINESS INFORMATION

LEGAL BUSINESS NAME	DBA	FEIN	YEARS IN BUSINESS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BUSINESS ADDRESS	CITY / STATE / ZIP	WEBSITE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Entity type:			
☐ Sole proprietor ☐ Partnership ☐ LLC ☐ Corporation ☐ Nonprofit			
PRIMARY CONTACT / TITLE	PHONE	EMAIL	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
LICENSES / CERTIFICATIONS HELD	PROFESSIONAL STAFF / TOTAL EMPLOYEES		
<input type="text"/>	<input type="text"/>		

2 OPERATIONS

Services provided (check all that apply):

☐ Commercial ☐ Construction ☐ Securities (FINRA) ☐ Employment ☐ Insurance / reinsurance ☐ International ☐ Consumer
☐ Labor ☐ Ad hoc arbitration

ARBITRATIONS PER YEAR	SOLE / CHAIR / PARTY-APPOINTED (%)	TYPICAL AMOUNT IN CONTROVERSY (\$)	OUTSIDE BOARD SEATS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LARGEST CLIENT (% OF REVENUE)	WORK OUTSIDE YOUR HOME STATE (%)	WORK SUBCONTRACTED (%)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

2-1 Are you a licensed attorney or former judge? ☐ Yes ☐ No
IF YES, EXPLAIN

2-2 Is every engagement under a signed written contract or engagement letter? ☐ Yes ☐ No
IF NO, EXPLAIN

2-3 Do contracts limit your liability (e.g., to fees paid)? ☐ Yes ☐ No
IF NO, EXPLAIN

3 EXPOSURE & RISK QUESTIONS — DISCLOSURE & CONFLICTS

In Garofalo v. Di Vincenzo (Va. 2026), an undisclosed bank-board connection led to years of vacatur litigation even though the award survived.

3-1 Do you run a documented conflict search on every party, counsel, and affiliate? ☐ Yes ☐ No
IF NO, EXPLAIN

3-2 Does the conflict search include your outside board seats? ☐ Yes ☐ No
IF NO, EXPLAIN

3-3 Do you update disclosures in writing when new relationships arise? ☐ Yes ☐ No
IF NO, EXPLAIN

3-4 Do you keep a log of every disclosure made in each matter? ☐ Yes ☐ No
IF NO, EXPLAIN

3-5 Do you follow each administering body's disclosure rules? ☐ Yes ☐ No
IF NO, EXPLAIN

3-6 Do you decline appointments where you have a financial interest in the outcome? ☐ Yes ☐ No
IF NO, EXPLAIN

3-7 Has a motion to vacate been filed against one of your awards? ☐ Yes ☐ No
IF YES, EXPLAIN

3-8 Has one of your awards been vacated? ☐ Yes ☐ No
IF YES, EXPLAIN

4 EXPOSURE & RISK QUESTIONS — AWARDS, IMMUNITY & ADMINISTRATION

The 8th Circuit applied arbitral immunity to bar a suit over an arbitrator's removal (Owens v. AAA).

4-1 Do all institutional engagements run under rules with an arbitrator-immunity provision? ☐ Yes ☐ No
IF NO, EXPLAIN

4-2 Do ad hoc engagement letters include an immunity clause? ☐ Yes ☐ No
IF NO, EXPLAIN

4-3 Do ad hoc engagement letters include an indemnity from the parties? ☐ Yes ☐ No
IF NO, EXPLAIN

4-4 Are awards issued within the deadlines set by the governing rules? ☐ Yes ☐ No
IF NO, EXPLAIN

4-5 Do you hold party deposits? ☐ Yes ☐ No
IF YES, EXPLAIN

4-6 Are exhibits and hearings handled on encrypted platforms? ☐ Yes ☐ No
IF NO, EXPLAIN

4-7 Has a party sued you personally over an arbitration? ☐ Yes ☐ No
IF YES, EXPLAIN

4-8 Has a party asked for your removal from a panel? ☐ Yes ☐ No
IF YES, EXPLAIN

5 PAYROLL, SALES & REVENUE

ANNUAL REVENUE (\$)	LARGEST SINGLE CONTRACT (\$)	SUBCONTRACTOR COSTS (\$)	TOTAL ANNUAL PAYROLL (\$)

6 PRIOR INSURANCE & LOSS HISTORY

CURRENT E&O CARRIER / LIMITS	DEDUCTIBLE / RETROACTIVE DATE	EXPIRATION DATE

DATE OF CLAIM	DESCRIPTION	TOTAL INCURRED (\$)	OPEN / CLOSED

6-1 Have you been subpoenaed or deposed in a vacatur proceeding? ☐ Yes ☐ No
IF YES, EXPLAIN

6-2 Has a client refused to pay or sued over fees in the past 5 years? ☐ Yes ☐ No
IF YES, EXPLAIN

6-3 Has any license, certification, or registration been suspended, disciplined, or investigated? ☐ Yes ☐ No
IF YES, EXPLAIN

6-4 Has any coverage been declined, cancelled, or non-renewed? ☐ Yes ☐ No
IF YES, EXPLAIN

6-5 Is the applicant aware of any incident or circumstance that could give rise to a claim?

☐ Yes ☐ No

IF YES, EXPLAIN

7 RISK MANAGEMENT & SAFETY

7-1 Are client files and work papers retained for a set period under a written policy?

☐ Yes ☐ No

IF NO, EXPLAIN

7-2 Is multifactor authentication required for email and client data?

☐ Yes ☐ No

IF NO, EXPLAIN

7-3 Are hearing records destroyed on a set schedule?

☐ Yes ☐ No

IF NO, EXPLAIN

7-4 Is a written conflict-disclosure checklist used at appointment?

☐ Yes ☐ No

IF NO, EXPLAIN

8 SIGNATURE & FRAUD WARNING

The undersigned declares that the statements and answers given in this supplemental are true, complete and correct to the best of their knowledge, and that no material fact has been withheld or misstated. The applicant agrees that this supplemental, together with all ACORD applications and attachments, forms the basis of any submission to insurers and may be relied upon by them. Signing this supplemental does not bind coverage. This supplemental is an intake document prepared by Cory Washington & Co. LLC to support carrier submission; it does not itself provide coverage.

FRAUD NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information, or conceals for the purpose of misleading information concerning any fact material thereto, may be committing a fraudulent insurance act, which is a crime and may subject such person to criminal and civil penalties. State-specific fraud warnings appear on the insurer's application.

APPLICANT / AUTHORIZED SIGNATURE (TYPE FULL NAME)	TITLE	DATE
<div></div>	<div></div>	<div></div>
PRODUCER — CORY WASHINGTON & CO. LLC	PRODUCER SIGNATURE (TYPE FULL NAME)	DATE
<div></div>	<div></div>	<div></div>