

Arbitration Number: _____
(To be assigned by Arbitration Administrator)

COMMITTEE ON GRIEVANCE AND ARBITRATION
OF THE
CALIFORNIA YACHT BROKERS ASSOCIATION

NOTICE TO RESPONDENT

Date of Notice: _____, 20 ____

TO: Grievance and Arbitration Committee of the California Yacht Brokers Association

TO: _____, Respondent

Attached hereto is a copy of Complaint which names you as Respondent, as filed with the Committee on Grievances and Arbitration of the California Yacht Brokers Association.

Enclosed is a copy of the California Yacht Brokers Association Arbitration Procedures Manual for your reference. Your attention is drawn to ARTICLE IV, Section 7 of the Procedures Manual regarding representation by counsel.

Please be advised that under the Procedures Manual, you have fourteen (14) days from the date of this Notice in which to mail or file your reply and any cross-claim or counter-claim at the office of the Committee on Grievances and Arbitration of the California Yacht Brokers Association at the address below.

Enclosed are the appropriate Reply forms for your use. Should you wish to file a cross-claim or counter-claim, please submit the claim on a Complaint (CYBA-FORM-1) , or in a form substantially conforming to the attached Complaint (CYBA-FORM-1) , along with three copies of the claim. Submit the claim at the same time you submit your Reply.

Your Reply must be typewritten, with original and one copy for this office, signed as indicated on the document.

Very truly yours,

_____, Administrator

Committee on Grievance and Arbitration of the
California Yacht Brokers Association

Address

City State Zip

Enclosures: CYBA Arbitration Procedure Manual

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