



## ARBITRATION RETAINER AGREEMENT

NAME OF CASE: \_\_\_\_\_

Thank you for requesting that Victoria Platzer serve as Arbitrator in this case. The proceedings will be conducted on zoom. Upon booking this arbitration, you should have received a confirmation email with the date and zoom link. Should you wish to schedule a preliminary conference call prior to the hearing please request one with proposed dates to [assistant@vplatzer.com](mailto:assistant@vplatzer.com)

Judge Platzer's rate is \$600.00 per hour divided equally between the parties, unless stipulated otherwise. Preparation time, telephone calls, emails, and travel time (if any) are billed at the same rate as time spent at the final arbitration hearing or at any hearing in connection with the arbitration. This agreement contemplates that counsel is ultimately responsible for the arbitration fee.

An initial deposit of \$1200.00 per party, representing a 4-hour minimum fee, is required. Deposit payments should be made payable to *Victoria L. Platzer, P.A.* and received no later than 10 days from the date of this agreement. In the event the arbitration takes more time than is covered by the initial deposit, the balance will be billed and must be paid before any award or decision is prepared.

Please provide a copy of any court order regarding arbitration and any other relevant pleadings in conjunction with sending the deposit. Any additional documents or submissions should be sent no later than ten (10) business days prior to the date of the final arbitration hearing. Send all submissions by email to [vp@vplatzer.com](mailto:vp@vplatzer.com). Opposing counsel must be copied on all communications.

In the event this matter is cancelled less than 10 days before the final arbitration hearing a fee will be charged for the time reserved for the hearing, or four (4) hours per day, whichever is greater.

Please sign where indicated below as your acknowledgement of the terms of the arbitration and return the signed copy along with your deposit by mail to *Victoria L. Platzer, P.A., 385 Anders North, Palmetto, Georgia 30268*. Should you have any questions or concerns, please contact Judge Platzer at [vp@vplatzer.com](mailto:vp@vplatzer.com).

\_\_\_\_\_  
Claimant's Attorney                      date

\_\_\_\_\_  
Claimant's Attorney Signature

\_\_\_\_\_  
Respondent's Attorney                      date

\_\_\_\_\_  
Respondent's Attorney Signature