

TO: All OIA Neutral Arbitrators

FROM: Office of the Independent Administrator

DATE: August 5, 2011

RE: ANNUAL UPDATE

It is now time for you to update your application as a Neutral Arbitrator with the Office of the Independent Administrator. I have enclosed with this letter two forms, a Statement of Annual Update, and a Schedule of Fees and Costs.

You must return the Statement of Annual Update so that we have it by September 30, 2011. If you do not, we will remove you from our panel of neutral arbitrators.

If you want to raise your fees or change your payment procedures, we must receive the Schedule of Fees and Costs Form by September 30, 2011.

Annual update of application. The Statement of Annual Update has seven sections, similar to sections in your original application. When you describe cases in either Section I or II, please do not list any *pro per* participants by name or give their contact information.

If you have no new information, you can check the box at the beginning of the Statement of Annual Update and sign and date Section VIII.

Changes in Fees and Costs. If you wish to change your fees and costs, you must complete and return the Schedule of Fees and Costs. **Beginning October 11, 2011, we will send your new Schedule of Fees and Costs to parties, if we receive BOTH the Schedule of Fees and Costs and your Statement of Annual Update by September 30, 2011.**

The change applies only to cases where the parties received your updated Schedule of Fees and Costs. If the parties received a List of Possible Arbitrators with your old schedule before October 7, 2011, and select you after that date, the old schedule applies. Because parties may request a 90 day postponement, parties might have your present fee schedule in new cases through January 2012. When we contact you with a new case during this period, we will let you know which Schedule of Fees and Costs applies.

Travel. Neutral arbitrators are required to travel within the geographic region in which they serve. If you would like to charge parties travel costs, or change the fees you currently charge for travel, now is the time to do so.

E-Mail Access to OIA. Our e-mail address is oia@oia-kaiserarb.com. Feel free to contact us via e-mail.

On-Line Forms. If you would like to complete the forms on-line, please go to our website, www.oia-kaiserarb.com, and select Neutral Arbitrator Annual Update 2011. Return the forms to our office by mail or fax.

Future disclosures in OIA cases. It has come to our attention that some neutral arbitrators refer to OIA arbitrations by the OIA arbitration number and claimant name, i.e., #99999, Smith v. Kaiser. This may reveal information that claimants consider confidential and potentially allows third parties to attach names to cases the OIA anonymously reports on its website. Please do not use both identifiers in your disclosures.

Thank you for your attention to these matters. If you have any questions, please call our office.

Enclosure