

OFFICE OF THE INDEPENDENT ADMINISTRATOR

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TO: OIA Neutral Arbitrators

FROM: Office of the Independent Administrator

DATE: August 7, 2020

RE: Changing Your Schedule of Fees and Costs

Changes in Fees and Costs. If you want to change your fees and costs and/or change the terms of payment, this is your opportunity to do so. Please complete and return to the OIA the attached [Schedule of Fees and Costs Form](#) by **September 18, 2020**.

If we receive a new Schedule of Fees and Costs Form by September 18, 2020, we will begin sending it to the parties in the OIA's arbitration system on October 13, 2020. If you decide not to change your fees and costs, you do not need to return the Form. However, you will not be able to make any changes again until next year, when we request our next annual update to your application. If you do not return the Form by **September 18^h**, your prior Schedule of Fees and Costs will still apply.

Please remember that the change applies only to cases where the parties received your updated Schedule of Fees and Costs. Because parties may request a 90 day postponement, parties might have your present schedule in new cases through January 2021. When we contact you with a new case during this period, we will let you know if your prior Schedule of Fees and Costs applies.

This Form may also be completed on-line. If you are interested, please go to our website at www.oia-kaiserarb.com and select Annual Update 2020 under the "Neutral Arbitrators" tab. Return the form to our office by mail, email, or fax.

If you have any questions, please feel free to contact our office at 213-637-9847 or email us at ويا@ويا-كaiserarb.com.

Thank you for your attention and help.