

OFFICE OF THE INDEPENDENT ADMINISTRATOR

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TO: OIA Neutral Arbitrators

FROM: Office of the Independent Administrator

DATE: July 29, 2022

RE: Changing Your Schedule of Fees and Costs

If you would like to update/change your fees and costs and/or change the terms of payment, you must complete and return the OIA's [Schedule of Fees and Costs Form](#) by **September 16, 2022**.

If we receive a new Schedule of Fees and Costs Form by September 16, 2022, we will begin sending it to the parties in the OIA's arbitration system on October 11, 2022. 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 16th**, 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 2023. 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.

You may 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 uia@uia-kaiserarb.com.

Thank you for your attention and help.