

## Sample Disclosure

Via E-mail

*Date:*

*Addressees*

*Case name*

Dear :

I am returning the Notice of Appointment and Notice of Compensation Arrangements for this matter.

I served as a co-arbitrator in a matter in which \_\_\_ represented a party about one year ago in which I was appointed [by agreement of the parties from an AAA list] [by the opposing party] .....I mediated a case in which the respondent \_\_\_ appeared as a party five years ago. I serve on a bar association committee which meets once a month of which counsel for plaintiff is also a member and we occasionally attend the same meeting. Etc. \_\_\_\_\_

I have the following additional disclosures: I am active with various bar associations, have spoken and published extensively and edit a legal publication and so have occasion to interact with many members of the bar. Regarding counsel associated with the firms or parties in this matter, I may be serving or have served on bar association committees with them, I may have been listed as an editor in a publication which published an article by them or had an article or chapter I wrote appear in the same publication as their contribution appeared in, I may have cited them in one of my articles or been cited by them in one of their articles, I may have presented at an educational program at which they also presented, I may be director of an organization of which they are also a director, I may have met them at bar association functions or professional conferences or they may subscribe to an ADR related list serve that I subscribe to or be members of one of my www.Linkedin.com groups or be one of my over 700 "connections" on LinkedIn, an on-line network in which I accept all invitations to connect sent to me by anyone in the litigation or alternative dispute resolution field whether I know them or not and which is strictly professional in nature. Fordham Law School has a great many adjunct professors and I have no contact with them arising from our respective responsibilities at Fordham. My practice is not to make inquiries with respect to these various professional activities as there are so many that it is not possible for me to identify all possible points of overlap in such affiliations and they do not constitute a "relationship which might reasonably affect impartiality or independence in the eyes of any of the parties." I therefore make no disclosures with respect to such affiliations

other than with respect to persons directly involved in this matter as to which I have such knowledge based on present recollection without inquiry.

A more comprehensive listing of my activities is found on my website at \_\_\_\_\_ . You are invited to promptly conduct such further review and research online or otherwise and seek responses from me to any further inquiry as you deem appropriate.

My husband is \_\_\_\_\_ at \_\_\_\_\_. I have not conducted a conflict check at that firm or at the firms of \_\_\_\_\_ or \_\_\_\_\_ with which I was previously associated. I am not made aware of the matters handled at any of those firms. I am not receiving and will not receive any payments from the firms with which I was associated.

I believe I can render a fair and unbiased decision and act independently in this matter and make these additional statements in the interest of full disclosure. If there is anything known to a party that is relevant in this context, please advise the case administrator as soon as it becomes known.

Sincerely yours,

Edna Sussman