



MEDIATION & CIVIL ARBITRATION, INC.

Instructions on filing a claim:

1. To file a Merchant Cash Advance related claim, please fill out this form and retain one copy for your records. By filling out this form, you are requesting an arbitration via MEDIATION & CIVIL ARBITRATION, INC.
2. Upload a copy of this form via the details portal on the MEDIATION & CIVIL ARBITRATION, INC. website (<http://www.mcarbitration.org/details-of-your-dispute>). Please consult the current MEDIATION & CIVIL ARBITRATION, INC. rules as linked on the www.mcarbitration.org homepage.
3. Send a copy of this form to any other listed party below via email.
4. Be sure to include a copy of the arbitration agreement or arbitration provision from the applicable agreement together with any other relevant or controlling documentation within your upload via the details portal located at <http://www.mcarbitration.org/details-of-your-dispute>.
5. A submission made <http://www.mcarbitration.org/details-of-your-dispute> will not be processed unless and until payment is submitted at <http://www.mcarbitration.org/product/file-a-dispute>.
6. Please complete the following information:

(1) Briefly explain the nature of the dispute:

(2) Do you believe there is any money owed to you? [] No. [] Yes.

If yes, how much? _____.

(3) Are you requesting a non-monetary outcome? [] No. [] Yes.

If yes, what is it? _____

(4) Amount enclosed for Arbitration fee: _____.

(5) Please fill out the following information:

Claimant Information

Claimant's Name _____

Address _____

City/State/Zip _____

Telephone _____

Email: _____

Fax (if any) _____

Signature _____

Claimant's Attorney's information (if any)

Name _____

Firm _____

Address _____

City/State/Zip _____

Telephone _____

Fax _____

Email: _____

Respondent Information

Claimant's Name _____

Address _____

City/State/Zip _____

Telephone _____

Email: _____

Fax (if any) _____

Signature _____

Respondent's Attorney's information (if any)

Name _____

Firm _____

Address _____

City/State/Zip _____

Telephone _____

Fax _____

Email: _____