

**INSTRUCTIONS FOR SAMPLE CERTIFICATE  
REGARDING DESIGNATION OF NEUTRAL**

- 1) The Designation of Neutral is to be filed as an ADR event in ECF using the sample certificate identified as Designation of Neutral Sample Certificate on the MAP website.
- 2) If a Neutral not on the Category I List of Neutrals is requested, the person must be approved in advance by the MAP Director.
- 3) Required participants must attend ADR sessions in person unless one of the exemptions under the MAP General Order is applicable. Please note that required participants can include non-parties such as insurance representatives.
- 4) If an amended designation needs to be filed, the caption on the designation should be changed to “Amended Designation of Neutral.”
- 5) If the MAP Director has granted an extension to the MAP deadlines, the parties should add a notation after the date: Deadline extended by MAP Director.
- 6) Consult the MAP General Order for further information.