

**Date:** [Insert Date]

**To:** [Arbitrator Name]

[Arbitrator Address]

[City, State, Zip Code]

**Re:** Letter of Instruction Regarding Evidentiary Rules and Procedures

**Case Name:** [Insert Case Name/Reference Number]

Dear [Arbitrator Name],

Pursuant to the arbitration agreement dated [Insert Date], this letter serves as the formal instruction regarding the evidentiary rules to be applied during the upcoming proceedings.

**1. Governing Rules:** Unless otherwise specified herein, the arbitration shall be conducted in accordance with [e.g., the IBA Rules on the Taking of Evidence / American Arbitration Association Rules / Other].

**2. Admissibility and Weight:** The Arbitrator shall have the authority to determine the admissibility, relevance, materiality, and weight of any evidence offered. Strict adherence to legal rules of evidence is [not required / required as follows: Insert Specifics].

**3. Document Production:** All parties are instructed to exchange documents intended for use at the hearing by [Insert Date]. Any objections to document requests must be submitted in writing by [Insert Date].

**4. Witness Statements:** Written witness statements shall serve as direct testimony. Witnesses must be available for cross-examination during the hearing unless waived by both parties.

**5. Privileged Information:** Claims of attorney-client privilege or work-product protection shall be recognized and respected in accordance with [Insert Jurisdiction] law.

**6. Digital Evidence:** Any electronic evidence must be provided in [Insert Format, e.g., searchable PDF] and shared via [Insert Platform] no later than [Insert Date].

Please acknowledge receipt of these instructions and advise if any further clarification is required before the preliminary hearing.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Contact Information]

**CC:** [Opposing Counsel/Party Name]