

# SOUTHERN EMPLOYMENT ARBITRATION LLC

## CLAIM FORM – COMMERCIAL DISPUTE - CONSUMER

### How to File a Claim:

Once you have completed the form, attach a copy of your arbitration agreement and file it electronically by facsimile at 1-866-607-9634 (request a delivery receipt) or e-mail at [file@southernemploymentarbitration.com](mailto:file@southernemploymentarbitration.com), or mail the original to SEALLC, 5409 Trace Ridge Lane, Birmingham, Alabama 35244.

**Consumer:** Keep a copy for yourself and mail a copy to the Business. Mail a check with your filing fee to SEALLC, 5409 Trace Ridge Lane, Birmingham, Alabama 35244.

**Business:** Keep a copy for yourself and mail a copy to the consumer by certified mail, return receipt requested. Mail a check with your filing fee to SEALLC, 5409 Trace Ridge Lane, Birmingham, Alabama 35244.

Which party is filing this claim:

- Consumer  
 Business  
 Jointly (Consumer and Business) – Both parties must sign the form.

Name of Consumer:

Consumer's Address:

Consumer's Phone Number:

Consumer's Fax Number:

Consumer's E-mail Address:

Attorney's (if any) name/address/phone:

Name of Business:

Address of Business:

Business's Phone Number:

Business's Fax Number:

Business's E-mail Address:

Attorney's (if any) name/address/phone:

Nature of the Claim:

Signature of Consumer

Date:

Signature of Business

Date: