



State Board of Arbitration and Conciliation  
ARBITRATION REQUEST FORM

BAC Form 1

**Complainant:**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail (if available) \_\_\_\_\_

Complainant Representative (if any)

\_\_\_\_\_

Phone/E-mail (if available) \_\_\_\_\_

**Respondent:**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail (if available) \_\_\_\_\_

**Nature of Submission**

Joint

Unilateral

**Have the issues described below been agreed to by the parties?**

G Yes

G No

Attached copy of grievance, contract and other pertinent documents? (Note: no request will be processed until all material is received)

Yes

No

Description of issue or issues to be discussed at arbitration proceeding, including specific sections of bargaining agreement involved:

Remedy sought:

**CERTIFICATION: I certify that this complaint, including the accompanying Concise Statement of Facts, is true and correct to the best of my knowledge and belief. I understand that the law imposes penalties for false statements provided in these documents.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

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**Certificate of Service**

I certify that on \_\_\_\_\_ (date), I served a copy of this Arbitration Request Form on \_\_\_\_\_

\_\_\_\_\_ (name of party) by  mail /  hand delivery  delivery via

\_\_\_\_\_ delivery service (indicate which method), at the following address: \_\_\_\_\_.

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*Service of this Arbitration Request Form will be considered complete on the date that service was provided to the other party by email, so long as service by mail, hand delivery or delivery via a delivery service occurred on the same calendar day.*

*Pursuant to State Board of Arbitration and Conciliation Rules, Chapter 1, § 7, this form and accompanied documents must be filed electronically by sending it as an attachment in an email sent to [sbac@maine.gov](mailto:sbac@maine.gov). If you are unable to file electronically, you must include a statement certifying that the party was unable to transmit the documents electronically, including a description of the reasons that electronic transmission could not be accomplished.*