



JAMS

Email Encryption



+ When to Encrypt

* If uploaded via JAMS Access or DocuSign, there is NO need for encryption *

Mediations

- Mediator's Proposal
- Settlement Agreements – If sent via email, encrypt.

Arbitrations

- Demands/Case Documents – Anything being sent to parties via email including: the underlying contract containing the arb clause, counsel or party information, amounts in controversy, supporting court documents, statements of claim, counterclaims, etc. need to be encrypted.
- Motion Briefing and Rulings/Order – If sent via email, encrypt.
- Awards/Decisions (of any kind) – If sent via email, encrypt.
- Disclosure Reports (ALL)

Court Reference

Court Reference matters are generally public; therefore, we do not need to encrypt most documents unless the document is not public.

Neutral Evaluations | Settlement Allocations | Special Assignments

- Written opinions/responses by neutral after assignment is complete / Analysis of any kind – If sent via email, encrypt.

⊘ When Not to Encrypt

* If uploaded via JAMS Access or DocuSign, there is NO need for encryption *

Mediations | Arbitrations | Court Reference | Neutral Analysis

- Notice of Mediation
- Request for Case Information – Emails to clients requesting party/personal info, amounts in controversy, case descriptions, etc.
- Fee Schedules
- Scheduling Emails (conference calls, hearings, location, etc.)
- Notice of Conference Calls
- Engagement Agreements | Mediation Agreements | Confidentiality Agreements
- Zoom Login Information (virtual or hybrid)
- Deposit Requests
- Requests for Attendees | Welcome Emails | Lunch Preferences, etc.
- Guidance on the use of JAMS Access
- Neutral Preferences
- Process Responses (e.g., requesting a party to copy the other side, request for continuation, settlement)
- Service List Update Responses

Arbitrations

- Request for Filing Fees
- Notice of Intent
- Request for Missing Items
- Notice regarding: Stay
- Expedited Procedures Notices
- Notices of Hearing/Conference Calls (includes rescheduling, postponements)
- New Case Supplemental Disclosure (no reports included)
- Statement of Accounts
- Final Invoices Letters
- Deposit Requests
- Subpoenas
- Stipulations (signed or unsigned)

Neutral Analysis

- Signed/unsigned agreement