

**SRO ARBITRATION DEMAND PROCEDURES**  
**Pursuant to the**  
**SUPPLEMENTAL RELIEF ORDER (“SRO”)**  
**Entered in Shakman, et al. v Sheriff of Cook County, et al**  
**(the “Shakman Case”)**

**To be eligible for the arbitration process, you must first file an SRO Complaint Form with the Sheriff’s Office of Professional Review. SRO Complaint Forms are available on the Sheriff’s website, [www.cookcountysheriff.com](http://www.cookcountysheriff.com) and the Sheriff’s Shakman Compliance Administrator’s website at [www.sheriffshakman.com](http://www.sheriffshakman.com).**

The attached Arbitration Demand Form must be received by the Sheriff’s General Counsel within 30 days after the date of the Sheriff’s Office of Professional Review’s Report. Completed Arbitration Demand Forms should be sent to:

General Counsel for the Sheriff of Cook County  
Richard J. Daley Center  
50 W. Washington, Ste. 704  
Chicago, IL 60602

For details regarding the SRO Arbitration Process, please review Section V of the SRO, which is posted on the Sheriff’s website, [www.cookcountysheriff.com](http://www.cookcountysheriff.com) and the Sheriff’s Shakman Compliance Administrator’s website at [www.sheriffshakman.com](http://www.sheriffshakman.com). A summary of the SRO Arbitration Process is set out below.

You have **30 days** after the date of the issuance of the Sheriff’s Office of Professional Review Case Report to file an Arbitration Demand Form with the Sheriff’s General Counsel’s Office. You must submit a written Demand for arbitration on the Arbitration Demand Form. The Arbitration Demand should include as much detail as possible to inform the Sheriff of the claim being asserted and the conduct that is alleged to violate the SRO and the relief sought. The Arbitration Demand must also include:

- (1) a copy of the SRO Complaint Form you submitted to the Sheriff’s Office of Professional Review to start the investigation **and**
- (2) a copy of the Sheriff’s Office of Professional Review Case Report you received at the end of the investigation.

**Settlement Conference.** Within **28 days** of receiving an Arbitration Demand Form, you, the Sheriff’s General Counsel’s Office, and the State’s Attorney’s Office must meet in person to discuss settling your case. The Sheriff’s Compliance Administrator or a member of his staff will also be present at the conference.

You, the Sheriff and the Sheriff’s Compliance Administrator may agree in writing to extend the date of the settlement conference. The decision about whether to make a settlement offer is solely at the discretion of the Sheriff and the State’s Attorney’s Office. If you accept the settlement offer, the parties will execute a settlement agreement.

**Timing of Arbitration.** If you have timely submitted an Arbitration Demand Form and are unable to reach a settlement with the Sheriff within **24 days** of the settlement conference, the Arbitrator will send you, the Sheriff’s General Counsel, the Cook County State’s Attorney’s Office and Plaintiff’s Class Counsel written notice of her or his selection and a proposed

arbitration schedule. Arbitrators shall serve on a rotating basis from a panel of 6 arbitrators approved by the Court and administered by the SCA. The exchange of information by the parties through discovery and the arbitration should be completed within 120 days of the selection of the Arbitrator and the Sheriff anticipates seeking the entry of a protective order. You and the Sheriff, with the Arbitrator's approval, can agree to extend the time for completing the arbitration. Failure to complete the arbitration within 120 days will not affect the validity of the Arbitrator's award.

Arbitration Costs. The Arbitrator's fees and any costs of administration will be paid by Cook County. The proceeding shall be electronically recorded. Either party may order a copy of the transcripts at its own expense. Each party is responsible for the costs of compensating its own witnesses and the costs of any transcript, if desired. You may appear on your own behalf, be represented by an attorney, or be represented by any other representative of your choice at your expense.

Governing Rules. The arbitration shall be governed by the Employment Arbitration Rules and Mediation Procedures of the American Arbitration Association, except as modified by the SRO. These rules can be found at the American Arbitration Association's website [www.adr.org](http://www.adr.org).

Arbitrator's Decision. The Arbitrator will issue a written decision within 30 days of the completion of the arbitration hearing. The written decision shall determine (i) whether the Sheriff's Consent Decrees or the SRO have been violated; (ii) whether the Complainant has met the burden of proof set forth in *Mt. Healy City School Board of Education v. Doyle*, 429 U.S. 274 (1977), and any other applicable law; and (iii) the appropriate remedy. The Arbitrator has no authority to modify any provision of the Sheriff's Hiring Plan, the Sheriff's Consent Decrees or the SRO.

Attorney's Fees. If you are found to be the prevailing party, the Arbitrator's award will include your reasonable attorneys' fees and costs as determined by the Arbitrator.

Finality of Decision. You or the Sheriff may file a motion to vacate, modify, or correct the Arbitrator's award as provided under the Illinois Uniform Arbitration Act, 710 ILCS 5/11-5/15, before Judge Wayne Andersen or the judge to whom the *Shakman*, 69 C 2145 case has been assigned, within **90 days** after the Arbitrator's decision is issued.

Waiver. If you proceed under the Arbitration Process described herein, you waive any and all rights you may otherwise have arising from the alleged political discrimination set forth in your written Arbitration Demand Form.

These statements should not be construed as legal advice. You may consult with a lawyer of your choice about what decisions to make in this area. Neither the Sheriff's Compliance Administrator nor Class Counsel in the *Shakman* Case (that is, the lawyers who represent the named plaintiffs and classes of plaintiffs in this case) are able to provide legal advice about whether an individual should pursue any remedies under the SRO or in a court of law.

Class Counsel recommend that you send your completed Arbitration Demand Forms to the Sheriff's General Counsel via certified mail, return receipt requested, and keep a copy of the Arbitration Demand Form and of any documents that are sent with it.