



User Guide

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INTRODUCTION

What is ARBCHEK?

ARBchek (Arbitrator Research Base) is SAC's new comprehensive Internet tool to quickly research arbitrator names and obtain summary reports of each arbitrator with the ability to obtain pdf copies of securities arbitration awards. ARBchek is used by attorneys, arbitrators, industry managers, and experts in the securities arbitration field.

About the ARBchek Database:

In 1989, the SEC set forth requirements for securities arbitration awards to be made public. Since that time, SAC has been compiling and carefully cataloging the most comprehensive library of securities arbitration awards available. The database contains more than 40,000 arbitration awards drawn from all active securities forums.

The SAC award database was cited by the U.S. Government Accounting Office in its June 2000 report on customers in arbitration as "the only comprehensive, consistent information available."

For more information about ARBchek, contact SAC at 973-761-5880 or email us at help@sacarbitration.com

Note for Macintosh Users Running Netscape

You must run Netscape 6 or higher

SEARCHING FOR ARBITRATION AWARDS

Arbitrator Search

Use Arbitrator Search to learn how a particular arbitrator has ruled in previous cases. The Primary Sort and Secondary Sort allow you to select results format sorting by Issue Date, Total Claimed and Total Awarded.

For additional assistance, contact the SAC Support Team at 973-761-5880 or email us at help@sacarbitration.com

Arbitrator Search [Logout]

[Home](#) | [Search](#) | [My Account](#) | [Help](#) | [Contact](#)

Enter Search Criteria

Arbitrator Names
(separated by semicolons)

[Clear Names](#) | [Show/Hide Name Index](#)

Search Name

[A descriptive name for this search](#)

Client Matter #

[To be used as billing reference](#)

Primary Sort Ascending Descending

Secondary Sort Ascending Descending

[Saved Searches](#)

[Home](#) | [Search](#) | [My Account](#) | [Help](#) | [Contact](#)



1. Click Search on the ARBchek menu bar, and the search screen for arbitrator names will appear.
2. To populate the Arbitrator Names field box Click on the Show/Hide Name Index under the Arbitrator name(s) input box. Using either the first or last name of the arbitrator go to the first letter of the name you would like to search. Click the desired letter and a list of arbitrators will appear. You can scroll to the arbitrator you are searching, click on the name to highlight and it will populate the Arbitrator Names box or enter command – find and type in the first/last name of the arbitrator depending on whether you are searching in first or last name and hit enter. The name of the arbitrator will be highlighted. Click once on the name and it will populate the Arbitrator Name box. If you do not see an arbitrator’s name on the list, there are no awards in the ARBchek library for that arbitrator. When you finish selecting names, click on the Show/Hide Name Index to close the name list. Each selected name will automatically populate the Arbitrator Names box separated by semicolons.

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Tip Use the Name Index to select arbitrator names. If an arbitrator's name does not appear on the list, there are no awards for that arbitrator in the ARBCHEK library. If an arbitrator's name appears more than once on the list (with different spellings), you can add the wild card character (*) at the end of the name, or in place of the middle initial, to find all instances of that name.

Example: If an arbitrator appears in the Name Index as both Peter F. Jones and Peter F. Jones, Esq., you can search for arbitration awards issued under both names by entering Peter*Jones*.

3. Click the Search Name box. Enter a name that identifies the search (for example, a client name, account number or file name). ARBchek saves your search for 30 days; you may use this name to retrieve and re-execute a search at no charge during that time period.

Tip You may retrieve a search and re-execute it any time within a 30 day period. ARBchek returns any new awards issued since your original search.

4. Click the Client Matter # box. Type a client name, account number or case identifier. You can enter the same name for multiple searches. ARBCHEK uses the name to track search fees by client.

Set Data Sort Options:

The Arbitrator Search screen data sort options

1. Optional: Click the Primary Sort or Secondary Sort buttons to change the default sort options (Issue Date/Total Claimed/Total Awarded, and the Order by Ascending or Descending button to change display results.

2. Click Search.

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Search Parameters:

Search Parameter	Description
Secondary Sort	Additional search result sort order. Choose from: <ul style="list-style-type: none"><input type="checkbox"/> Issue Date<input type="checkbox"/> Total Claimed<input type="checkbox"/> Total Awarded
Order by	Display result options. Choose from: <ul style="list-style-type: none"><input type="checkbox"/> Ascending order<input type="checkbox"/> Descending order

Note for Macintosh Users Running Netscape

You must run Netscape 6 or higher

Billing Information:

The Billing Information screen displays.

1. Review the search fees. Each arbitrator name searches is \$35.00. If the fees don't seem appropriate, reassess your search parameters before proceeding.
2. Click Bill my account (only available to full subscribers) or Bill My Credit Card. Clicking either option signifies your acceptance of the charges. The system returns a comprehensive report for each award matching your search criteria. You have the option to 'View' or 'Print' 'All' or 'Selected' Awards.

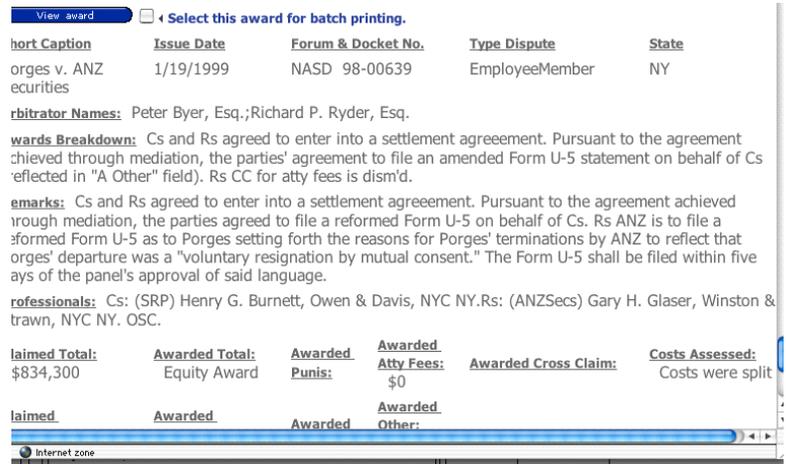
For additional assistance, contact the SAC Support Team at 973-761-5880 or email us at help@sacarbitration.com

Report Displayed: ARBchek provides a comprehensive summary report which includes the following fields of information:

Arbitrator Due Diligence Report

Fields included in report:

- Short Caption
- Issue Date
- Forum & Docket No.
- Type Dispute
- State
- Arbitrator Names
- Awards Breakdown
- Remarks
- Professionals
- Claimed Total
- Claimed Compensatory
- Awarded Total
- Awarded Compensatory
- Awarded Punis
- Awarded RICO
- Awarded Atty Fees
- Awarded Other
- Awarded Cross Claim
- Awarded Other Parties
- Cost Assessed



Please replace the screen shot above with a screen shot of our new report.

At the end of each Report, you will see a summary of amounts claimed and awarded for the cases retrieved.

For additional assistance, contact the SAC Support Team at 973-761-5880 or email us at help@sacarbitration.com

My Account Screen:

Home Search My Account Help Contact								
My Saved Searches			My Account Details			My Billing History		
CM#	Name	Date	Action	Jed Royer		Date	Type	Amount
1234	Test	2007-06-24 22:10:26	Search Del	E-mail:	jed@royerdesign.com	2007-06-24 22:10:26	Subscription	\$600
1234	Test	2007-06-25 12:40:21	Search Del	Street Address:		2007-06-24 22:10:26	Search	\$105
1223	My Sunday Search	2007-07-08 04:29:19	Search Del	City:		2007-06-24 22:10:26	Search	\$70
	test	2007-07-13 11:09:59	Search Del	State:				
01-02345	Fabricant	2007-07-13 13:38:10	Search Del	Zip Code:				
test	test	2007-07-13 15:13:46	Search Del	Telephone No.:				
test	test	2007-07-13 15:14:15	Search Del	Subscription:	Inactive Subscribe			
test	test	2007-07-13 15:15:21	Search Del					
			Detailed View			Edit	Detailed View	

On 'MY ACCOUNT SCREEN' access 'My Saved Searches, My Account Details', and My Billing History by logging-into 'My Account' on the menu bar.

1. My Saved Searches: Retrieving Saved Searched ARBCHEK automatically stores Arbitrator searches for 30 days. Re-running a search also retrieves the most current information because any awards added to the database within the 30-day period appear in your search results.

Note: If you retrieve a saved search, you will only be charged for any new or changed criteria.

To select a saved search go to 'My Saved Searches and under the header 'Action click the 'Search' button to view the search details of the search you want to rerun. To see details of the search click 'Detailed View' located below 'My Saved Searches'.

2. My Account Details: To view the profile on your account look under 'My Account Details'. Your profile contains details such as name, ARBchekess, phone, and credit card number. . If you wish to make any changes to your profile click the Edit button under 'My Account Details' and make the changes to your profile. You can change this information at any time. (UNDER CONSTRUCTION)

If you are not a subscriber and wish to subscribe click the 'Subscribe' button under 'My Account Details' and it will bring you to 'Payment Details' so that you can enter payment and become a subscriber.

3. My Billing History: To view details of your billing history go to 'My Billing History' and click 'Detailed View'. To simplify client billing, ARBchek can track searches by client name and display billing history for all searches.

For additional assistance, contact the SAC Support Team at 973-761-5880 or email us at help@sacarbitration.com

PRINTING AND SAVING COPIES OF AWARDS:

After performing a search, you can print and/or save copies of actual awards in pdf format.

Note: Adobe's Acrobat Reader must be installed on your PC. To download a free copy, access Adobe's Web site at:
<http://www.adobe.com/products/acrobat/readstep.html>.

Print and Save a Single Award

1. Perform an Arbitrator Search. A list of awards matching your search criteria displays in Report format.
2. Click View Award to see the actual award. The Adobe Acrobat Reader Opens.
3. To save the awards:
 - In the new window, click the Save icon.
 - In the Save As box, enter a name and select a location for the file (it will be saved in .pdf format). Click Save.
4. To print the award(s):
 - Click File and then click Print.
 - *The print dialogue box opens.*
 - Click OK.
 - *The pages begin printing.*

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To assist you with interpreting SCAN reports, below is a list of acronyms.

Forum Acronyms

Acronym	Definition
AAA	American Arbitration Association
AMEX	American Stock Exchange
CBOE	Chicago Board Options Exchange
CBOT	Chicago Board of Trade
JAMS	A private alternative dispute resolution forum
MSE	Midwest Stock Exchange
MSRB	Municipal Securities Rulemaking Board
NASD	National Association of Securities Dealers
NFA	National Futures Association
NYSE	New York Stock Exchange
PCX	Pacific Stock Exchange
PHLX	Philadelphia Stock Exchange

Glossary Continued

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Dispute Type Definition

Term	Definition
Customer-Employee	Dispute between a customer and an employee of a firm
Customer-Member	Dispute between a customer and a member firm of a Self Regulatory Organization
Employee-Customer	Disputes between an employee of a firm and a customer
Employee-Employee	Dispute between registered representatives
Employee-Member	Dispute between an employee and his/her employer (a member of a Self Regulatory Organization)
Member-Customer	Dispute between a member of a Self Regulatory Organization and a customer
Member-Employee	Dispute between a member of a Self Regulatory Organization and an employee of a firm
Member-Member	Dispute between members of a Self Regulatory Organization
Member-NonMember	Dispute between a member of a Self Regulatory Organization and a non-member firm
NonMember-Member	Dispute between a non-member and a member of a Self Regulatory Organization
SmallClms	Customer-initiated disputes involving claimed damages of \leq \$25,000

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Miscellaneous

A "0" in Amount Claimed fields

Amount could not have been known when the Statement of Claim was filed, or was a discretionary number to be provided by the arbitrators at the end of the hearing

A "0" in Amount Awarded fields

Claim was denied. No amount was awarded (zero)

A "1" in Amount Claimed /Awarded fields

Relief requested/granted is an equitable Award (other than monetary award); that is, reformation of the Form U-5, declaratory judgment, rescission, etc.

*

Appears in any field where award should have provided required information but did not.

- When appearing in Amount Claimed fields, award did not provide required information.
- When appearing in Amount Awarded fields, award did not provide required information, with the following exceptions:
 - In the A Atty field (Attorney Fees Awarded), the arbitrators awarded attorney fees to be determined by a court of competent jurisdiction or like situations.
 - In the A Other field (Other Awarded Field), the arbitrators awarded interest that cannot be calculated until the Award is paid in full.

**

Indicates a final partial award:

Award has at least one intervening Award before the final decision is made; each intervening award is final but only partially disposes of the issues in the dispute. For example, in the Jett Award, where there were four Interim Orders, three considered the issue of attorney fees.