

# Flowchart of PlcArbs Arbitrations

Event	Comment	Arbitrator
Tortious event		
Solicitors instructed		
PAP Letter of claim		
PAP completed	Issues remain	
Propose PlcArbs Arbitration	Use PlcArbs <a href="#">proposal letter</a>	
Sign PlcArbs Arbitration Agreement	Agree hourly rates	
Register on PlcArbs e-filing system	Free	
e-file signed Arbitration Agreement and Summary of Claim, request to Start the arbitration	Limitation stops running & pay £1600 + VAT	Arbitrator appointed within 28 days Arbitrator signs acceptance of appointment
<b>STAY THE ARBITRATION BY AGREEMENT</b>	<b>e-file evidence and schedules, negotiate settlement with or without neutral evaluation</b>	<b>Nothing to do</b>
If the case does not settle, lift the stay and e-file Response of defendant	Within 14 days	
e-file Statement of Claim and Schedule	Within 30 or just rely on Summary filed earlier	
e-file Defence and Counter Schedule	Within 30 days of service of Statement of Claim or just rely on Response filed earlier	
e-file proposed directions	When you choose Agree directions	If there is a dispute emails the Arbitrator and ask for the directions to be ordered. Hearing either in writing or on telephone. Order made.
Gather evidence		
e-file evidence	In accordance with directions	If a party breaches the directions, e-file a complaint to the Arbitrator and ask for an Unless Order. Hearing either in writing or on telephone or face to face in Arbitrator's chambers. Unless Order made
e-file Schedule	In accordance with directions	
e-file Counter Schedule	In accordance with directions	
Mediate Issues?	Contact Trust Mediation	-
e-file application for interim payment	By consent if possible	If payment is not agreed then e-file application. Phone or paper hearing or face to face in Arbitrators chambers. Order made.
e-file request for NE	By consent if possible	
NE from Arbitrator or Neutral		Arbitrator or Neutral

<b>Evaluator</b>	Evaluator reads online file and any written representations and gives Early Neutral Evaluation.	
<b>Claim may settle here</b>	If the Parties do not reach agreement after the ENE then agree directions for trial	
<b>Gather further evidence</b>		
<b>e-file amended Schedule and further evidence</b>		
<b>e-file amended Counter Schedule and further evidence</b>		
<b>JSM</b>	The parties will reach agreement in 95% of Claims	
<b>Ask Arbitrator to turn consent agreement into consent award</b>	Consent Award made by email	
<b>Trial</b>	If the parties do not reach agreement at the ENE or JSM go to trial. Hearing in solicitors rooms or counsels chambers or hired rooms. Say 3 days of evidence and submissions	Pay Arbitrator in advance for 1 days reading and 3 days sitting at £375 ph
<b>Award</b>	Within 28 days of end of hearing	Award made by Arbitrator in writing. Costs award made.
<b>COSTS</b>		
<b>Start CADR Costs Arbitration</b>	Cost £600 + VAT. Choose written arbitration or full hearing arbitration	
<b>e-file Bill of Costs</b>	28 days after Award	
<b>e-file Points of Dispute</b>	28 days after Bill of Costs	
<b>Agree directions e-file evidence</b>	By consent	
<b>ENE</b>	By costs Arbitrator	Suggested award by costs Arbitrator
<b>Hearing</b>	Before costs Arbitrator	Costs award – in 3-6 months

END