

Malta Arbitration Centre (User Guide)

Submitting A New Case (Filing a Notice of Arbitration in Mandatory Arbitration Cases)

Create Case

Create Case

Created On	<input type="text" value="dd/mm/yyyy"/> 	Claim Amount € (1a)	<input type="text" value="0.00"/>
Dispute Type	<input type="text" value="-- Select --"/>	Case Category	<input type="text" value="-- Select --"/>

Nature of Claim (1b)

Short information which will let respondent/s know what the case is all about.

The Relief or Remedy Sought

Information which will let the arbitral tribunal know what you are claiming

Legal Aid

[Confirm and Continue](#)

Creating New Case (Notice of Arbitration - NOA) The claimant enters the relevant details pertaining to the case as follows:

- **Claim Amount** - Input the claim amount value. Input 0.00 where no monetary value is involved.
- **Dispute Type** – Select Mandatory Arbitration.
- **Case Category** – Select the relevant category.
- **Nature of Claim** – Input short information which will let the respondent and tribunal know what the case is about.
- **Relief/Remedy sought** – Input information which will let the tribunal know what you are claiming.
- Once done, **click confirm and continue**¹.

¹ At this stage, the case will be placed under the section entitled 'Incomplete Cases' and will remain in this section until you proceed to payment. Here one can continue editing the case.

UC782/2021 - - Condominium - Incomplete 

— Created On: 08/03/2021

Dispute Type	Claim Amount(1a)
Mandatory Arbitration	€ 0.00
Arbitrator(1e)	Legal Counsel (Claimant) (1g)
N/A	
Comments	
<input type="text"/>	

Notice of Arbitration

Nature of Claim (1b)	Sample
The Relief or Remedy Sought	Sample

Claimant/sAdd Claimant/s **Respondent/s(1d)**Add Respondent/s **Arbitral Tribunal (1e)**Add Arbitral Tribunal Show entriesSearch:

- **Add Claimant/s** – here you can either ‘assign yourself’ or enter the details of Claimant/s. Go to ‘Create Claimant’ and you will be directed to add claimant/s’ legal counsel either by selecting a lawyer from the list provided or by adding a new lawyer.
- **Add Respondent/s** – Add the details of Respondent/s as provided.
- **Proposed Arbitrator** – Select a proposed arbitrator from the list provided or add a new Arbitrator.
- **Add Documents** – Upload any relevant documentation.
- **Submit Dispute** – After confirming that the details inputted are correct, go to Submit Dispute (this will be shown once you have inputted the details of both claimant & respondent). At this stage, you will be directed to make the payment of the filing fee and the arbitrator’s fee on account. Once the payment has been submitted successfully, the case will be moved to the section entitled ‘Pending Approval’.

Following the review of the documentation by the Centre, you will receive an email confirming that the case has been approved and registered with the Centre including the relevant case reference number.

Approved cases will be found under the section entitled ‘Approved Cases’.

Creating a SOD (Statement of Defence)

Submit a Statement of Defence – EW14/2021

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Compulsory Information

For the purposes of Article 30 of the Arbitration Act, the respondent hereby provides:

A statement of facts supporting the defence

A reply to the point at issue

The relief or remedy sought

Pleas as to the Jurisdiction of the Arbitral Tribunal

Submit Statement of Defence

To be able to create a SOD, one must be a respondent in the particular case.

Go to the section entitled as 'Approved Cases'.

- **Select Legal Counsel** – Click edit on the relevant Respondent and add the legal counsel either by selection a lawyer from the list or by adding a new lawyer.

As Respondent, click 'Create New' under the 'Statement of Defence and Counter-Claim' Section.

- **Proposed Arbitrator/s** – if you agree with any one of the arbitrators proposed by the claimant, select that arbitrator from the list provided. If you do not agree, propose an Arbitrator/s from the list provided or add a new arbitrator.
- **Add Documents** – Upload any relevant documentation.
- **Click next and input the details requested.**

Once done, click on submit Statement of Defence - the details inputted will be reviewed and approved by the Centre.

Respondents can also file a Counter-Claim (for this option, the SOD must be first reviewed and accepted by the Centre). To proceed with the filing of a Counter-Claim, proceed to 'Create a counter claim'.

Creating a C-C (Counter-Claim)

Submit a Counter Claim

Approve CC

A statement of facts supporting the counter-claim

Reference to the arbitration clause or to the separate arbitration agreement

Reference to the contract out of which, or to the defined legal relationship in respect of which, the dispute arises

The point/s at issue

The relief or remedy sought

A list of additional documents to be attached to this counter-claim (if applicable)

Submit Counter-Claim

Additional Document

Document/s

 Add Document/s

- **Information required** - Enter the relevant details including the Claim Amount (Input 0.00 where no monetary value is involved)
- **Add Documents** – Upload relevant Documentation.
- **Submit Counter-Claim** – After confirming that the details inputted are correct, go to submit counter-claim and you will be directed to make the payment of the filing fee and the arbitrator's fees on account.

Following the review of the documentation by the Centre, you will receive an email confirming that the counter-claim has been approved and entered in the records of the case.

Assigning an Arbitrator

- According to the provisions of the Arbitration Act and Arbitration Rules, an arbitrator to hear and decide a case can be appointed by agreement between the parties or failing which by the Chairman of this Centre. In either case, a letter of appointment will be issued by the Centre to the arbitrator concerned.
- Once an arbitrator has been appointed, the case is moved to the section entitled 'Cases Assigned an Arbitrator'.

Following Case Progress

- Parties will have an up-to-date overview of the proceedings of the case.
- Upcoming sitting/s will be indicated in the section entitled 'My Sittings Details'. Sittings are split into sittings to be held today, upcoming sittings and past sittings.
- Parties' counsel can upload documents on behalf of their clients throughout the proceedings.

Search for Awards in Mandatory Arbitration Cases

- Awards delivered in mandatory arbitration cases can be viewed and downloaded. These awards have been split in two categories i.e. Awards delivered up to 31/12/2020 and those delivered from the 01/01/2021 onwards.
- Awards in cases which are delivered following the launch of arbitration.mt will be moved to the section entitled 'Closed Cases' once they are delivered by the arbitrator. These awards can also be viewed and downloaded.