

Arbitration Claim - notes for the claimant

Please read these guidance notes before you begin completing the claim form

The arbitration claim form may be used to start proceedings and make an application in existing proceedings. Where an application is being made in existing proceedings, an acknowledgment of service form is not required and the references to an acknowledgment of service form in the Notes for the Defendant should be deleted.

With the exception of:

- applications under section 9 of the Arbitration Act 1996; and
- certain proceedings which may be started only in the High Court or only in a county court - see High Court and County Courts (Allocation of Arbitration Proceedings) Order 1996, arbitration proceedings may be started in the courts set out in the table opposite.

Court	List
Admiralty and Commercial Registry at the Royal Courts of Justice, London	Commercial
Technology and Construction Court Registry, St Dunstan's House, London	TCC
District Registry of the High Court (<i>where Mercantile court established</i>)	Mercantile
District Registry of the High Court (<i>where the Claim form marked 'Technology and Construction Court' in top right hand corner</i>)	TCC
Central London County Court	Mercantile

Heading

You must fill in the heading of the claim form with:

- the name of the court (High Court or county court); and
- if issued in a District Registry, the name of the District Registry

Claimant and defendant details

You must provide your full name and address, including postcode and the full names and addresses of the defendants to be served. If a defendant is to be served outside England and Wales, the court's permission may need to be sought (*see Rule 62.5*).

Remedy claimed and grounds on which claim is made

You must:

- include a concise statement of
 - the remedy claimed; and
 - any questions on which you seek the decision of the court;
- give details of any arbitration award which you challenge, identifying which part or parts of the award are challenged and the grounds for the challenge;
- show that any statutory requirements have been met;

- specify under which section of the Act the claim is made;

Respondents

- if on notice, give the names and addresses of the persons on whom the arbitration claim form is to be served, stating their role in the arbitration and whether they are defendants; or
- state that the claim is made without notice under section 44(3) of the 1966 Act, and the grounds relied on.

Acknowledgment of service form

An acknowledgment of service form N15 must accompany the arbitration claim form. You should complete the heading on this form. Where the claim form is to be served out of the jurisdiction, you must amend the Notes for the Defendant to give the time within which the defendant must acknowledge service and file evidence. The claim form is valid for one month beginning with the date of its issue or, where required to be served out of the jurisdiction, for such period as the court may fix.

Address for documents

You must provide an address for service within England and Wales to which documents should be sent. That address must be either the business address of your solicitor, or your residential or business address.

Statement of Truth

The statement of truth must be signed by you or by your solicitor. Where the statement of truth is not signed by the solicitor and the claimant is a registered company or corporation, the statement of truth must be signed by either a director, the treasurer, secretary, chief executive, manager or other officer of the company and (in the case of a corporation) the mayor, chairman, president or town clerk.

You may rely on the matters set out in the claim form as evidence only if the claim form is verified by a statement of truth. You may also file an affidavit or witness statement in support of the arbitration claim, which must be served with the claim form.