

# Jupitice Securities Market ODR Platform

A Guide for Arbitrators

Resolving Securities Market-related Disputes with Ease

## **Access the Jupitice Securities Market ODR Platform**

Once you have empaneled with us on the Jupitice Securities Market ODR Platform, you'll get your unique credentials that can help you access the platform. After you have registered with your email address or phone number, you can generate your password and use the same for the login process.

- 1. Go to https://odr.jupitice.com/authentication/default/login.
- 2. Login with your Email Address/Phone Number and click on Next.



1. Verify your role as Arbitrator and click on Next.



1. Enter your Password and click on 'Log In'.



**Selection of the Sole Arbitrator** 

#### Login to Your Account

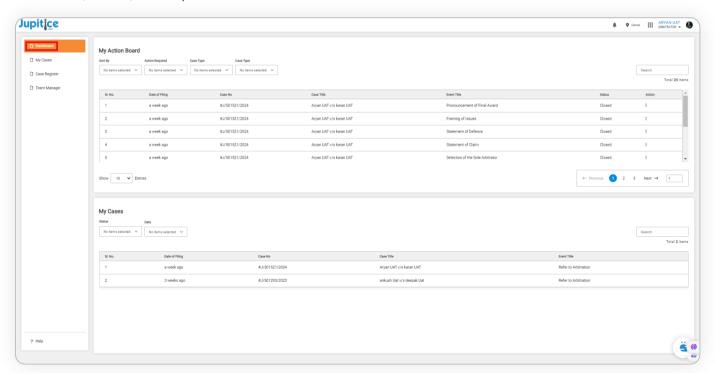
1. Access the platform using your credentials to enter the User Dashboard Screen.

#### Event Scheduling by Case Manager

- 1. The Case Manager will schedule the event titled Selection of Sole Arbitrator.
- 2. You'll receive a notification via SMS or email address once the Case Manager allots a case to you.

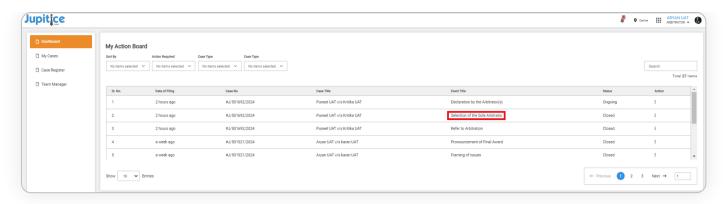
#### Locate Your Allotted Case

1. On the User Dashboard Screen, find the case allotted to you. Details such as Date of Filing, Case No., Case Title, Event Title, Status, and required actions will be visible.



#### Confirmation of Appointment

1. If Selection of Sole Arbitrator appears under Event Title, it signifies your appointment as an Arbitrator for a specific case.

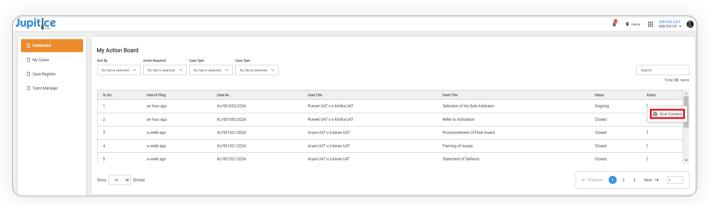


#### Share Your Consent

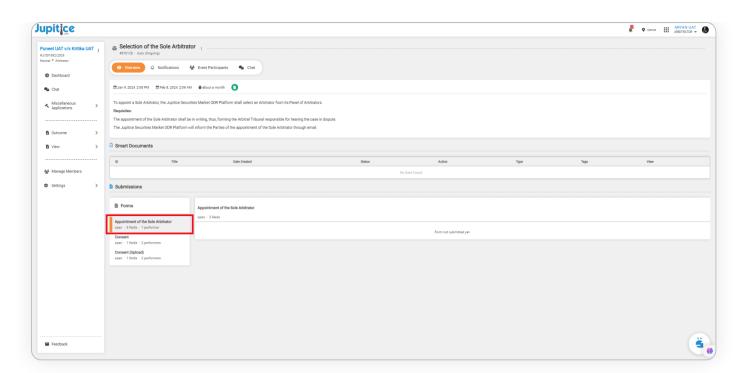
Once you have been appointed as an Arbitrator for the case, it is mandatory that you give your consent for the same.

To give your consent follow these steps:-

- 1. Go to your User Dashboard and locate the case you want to give your consent for.
- 2. Look for the ongoing event of the case, click on the three dots and select Give Consent.

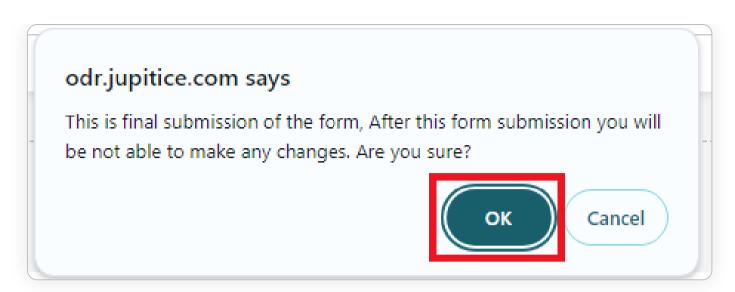


1. You will be redirected to an Event Dashboard named Selection of the Sole Arbitrator.



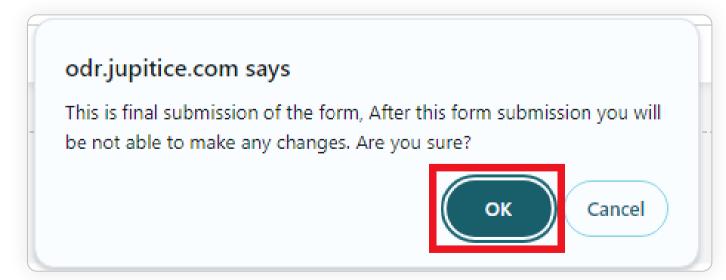
1. Under the submissions tab, click on Consent, select Accept and click on Submit.





1. Click on Consent (Upload), upload the relevant document and click on Submit.





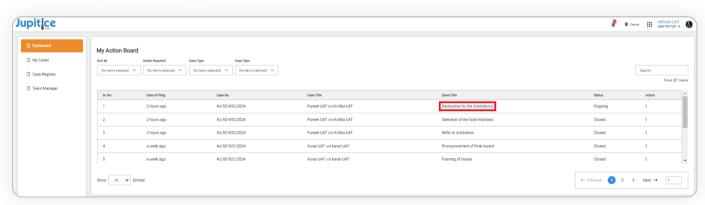
Note:- If you are unsure about the information, you can also use the Save Draft option to save a draft of your response.

#### Declaration by Arbitrator

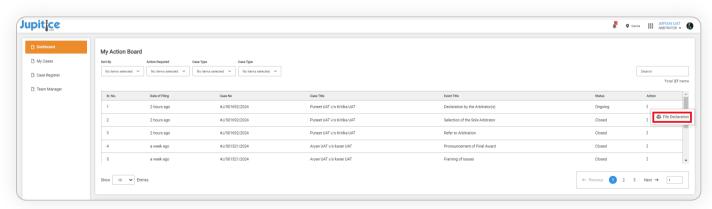
Once you have shared your consent, the Case Manager will schedule an event named Declaration by Arbitrator and you will be responsible for giving the same.

To give your Declaration, you need to follow the following steps:-

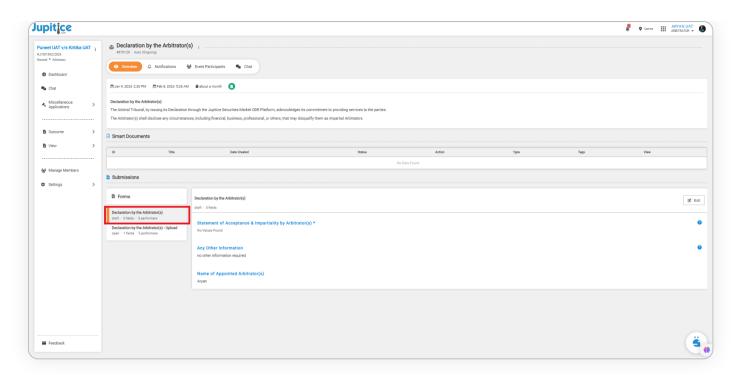
1. Go to your User Dashboard and look for an event named Declaration by the Arbitrator(s).



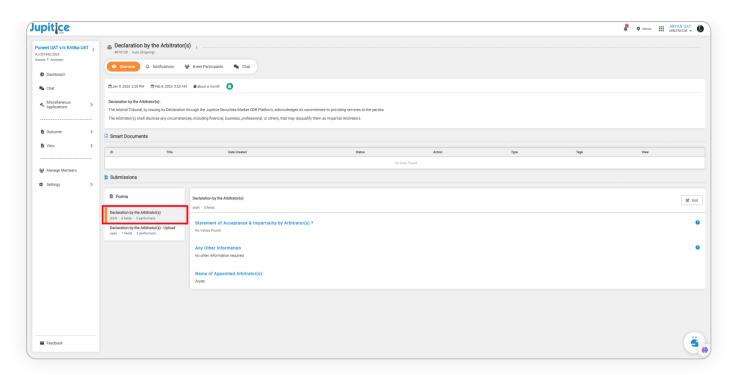
1. Click on the three dots and select File Declaration.



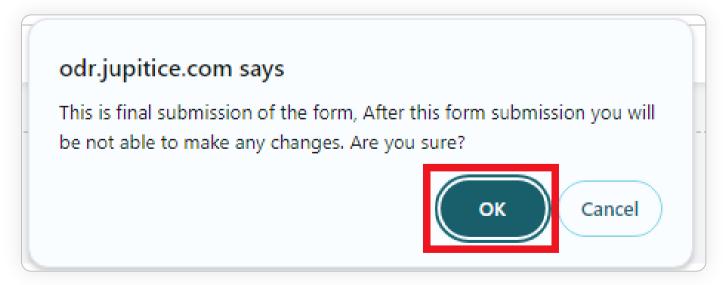
1. You will be redirected to the event dashboard named Declaration by the Arbitrator(s).



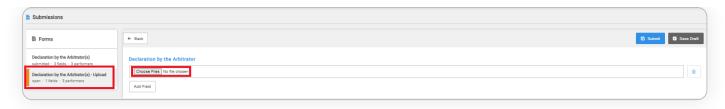
- 1. Under the Forms tab, click on Declaration by the Arbitrator.
- 2. Fill in the necessary details such as the Statement of Acceptance and Impartiality by Arbitrator(s) and other relevant information.



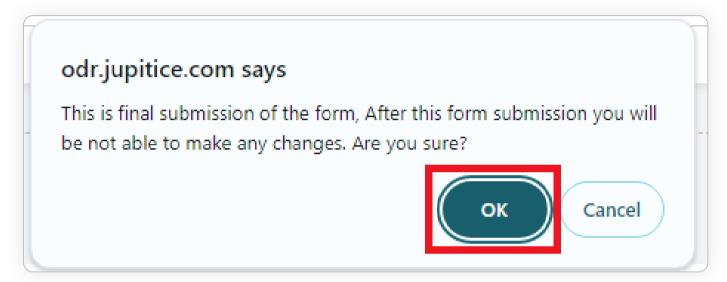
- 1. Click on Submit to proceed further.
- 2. A dialogue box will appear to confirm your submission; click on 'OK'.



1. Click on Declaration by the Arbitrator(s)-Upload, upload your declaration and click on Submit.



1. A dialogue box will appear to confirm your submission; click on 'OK'.



Note :- If you are unsure about the information, you can also use the 'Save Draft' option to save a draft of your response.

#### **Statement of Claim**

After you have given your Declaration, the Case Manager will schedule an event named 'Statement of Claim'. The Initiating Party will be responsible for submitting the same. You can check the status of the event (ongoing/closed) on your dashboard.

#### **Statement of Defense**

After the Initiating Party submits their Statement of Claim, the Case Manager will schedule an event named 'Statement of Defense'. The Opposite Party will be responsible for submitting the same. You can check the status of the event

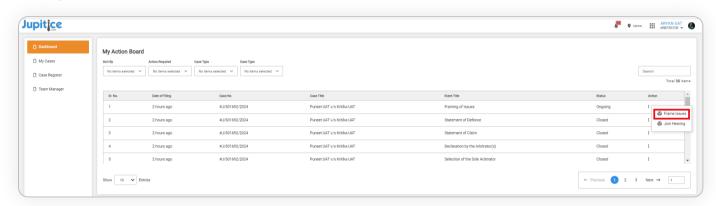
(ongoing/closed) on your dashboard.

### **Framing of Issues**

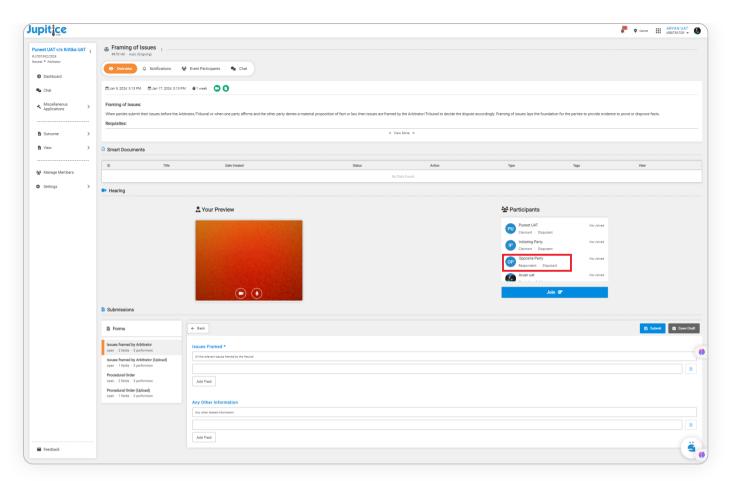
Once the Opposite Party has submitted their Statement of Defense, the Case Manager will schedule an event named 'Framing of Issues' and you will be responsible for submitting the same.

To frame the issues, here are the steps you need to follow:-

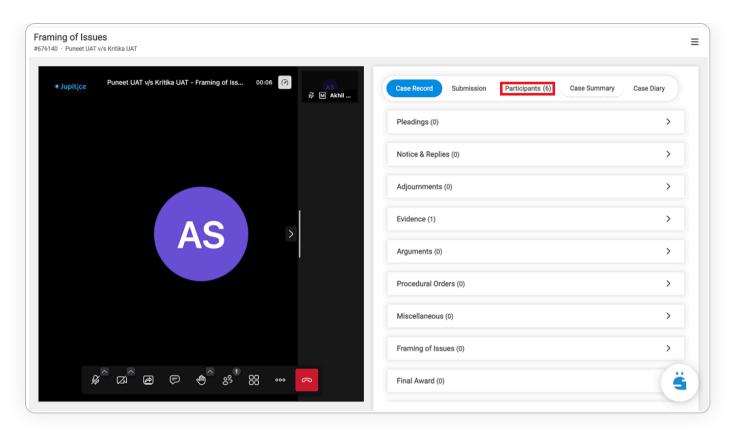
1. Go to your User Dashboard, click on the three dots and select 'Frame Issues'.



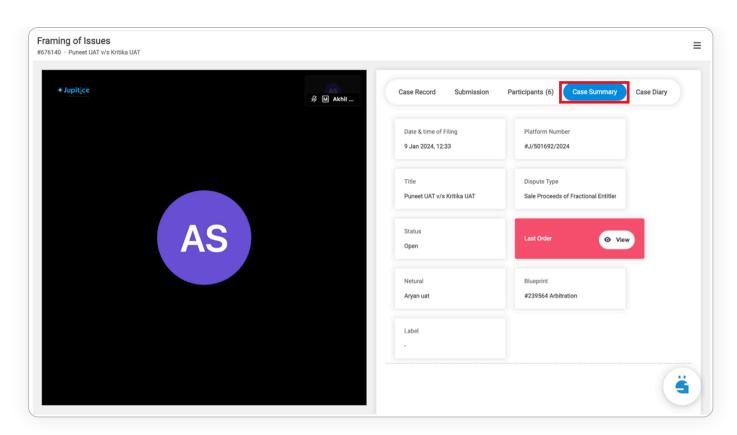
1. You will be redirected to the event dashboard named Framing of Issues. You can join the hearing by clicking on the Join button.



1. Once you click on Join, you will enter the hearing room where you can find and interact with the participants of the case.

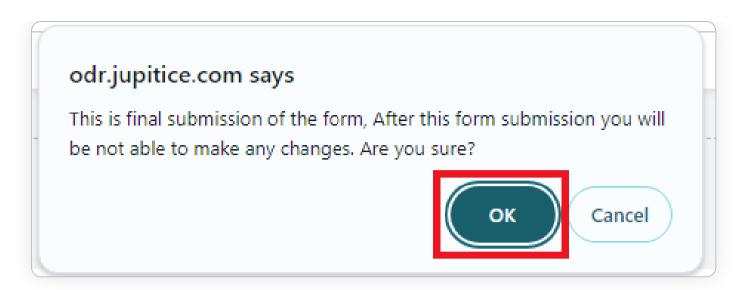


1. You can also click on Case Summary to check the progress of the case.



- 1. Navigate to the Forms section and click on Issues Framed by Arbitrator
- 2. Fill in the necessary/relevant information and click on Submit to proceed.



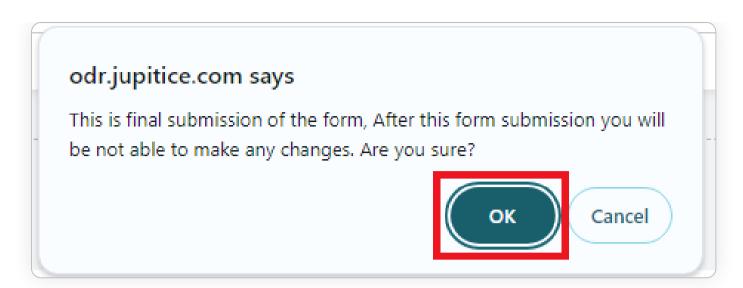


1. Click on Issues Framed by Arbitrator (Upload), upload the relevant document and click on Submit to proceed.



1. Click on Procedural Order, fill in the relevant information and click on Submit to proceed.





1. Click on Procedural Order (Upload), upload the relevant document and click on Submit.



# odr.jupitice.com says

This is final submission of the form, After this form submission you will be not able to make any changes. Are you sure?



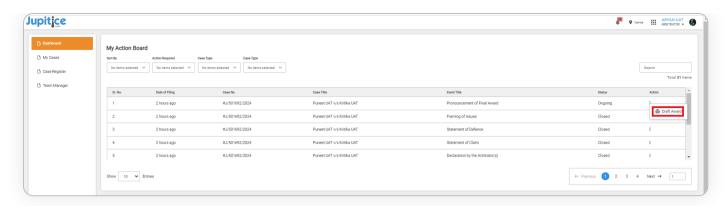
Note: If you are unsure about the information, you can also use the 'Save Draft' option to save a draft of your response.

#### **Pronouncement of Final Award**

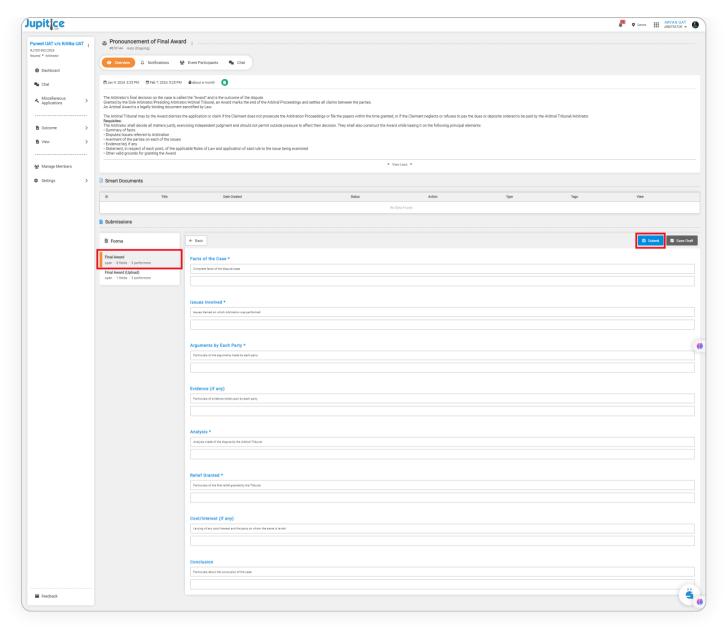
Drafting the Final Award is the last step in the Arbitration process and you will be responsible for the same. As soon as the Case Manager schedules the event named Pronouncement of Final Award, you can see the ongoing status of the same on your dashboard.

To draft the Final Award for a case, these are the steps you need to follow:-

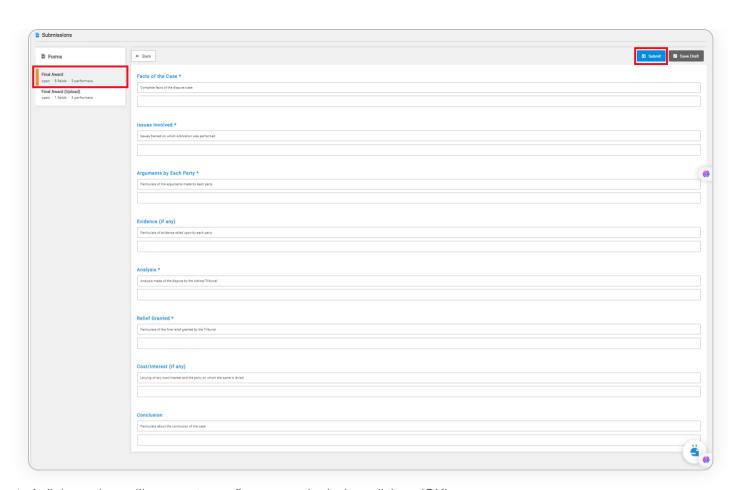
1. Go to your User Dashboard and locate the event you need to draft the Final Award for. Click on three dots and then select Draft Award to continue.

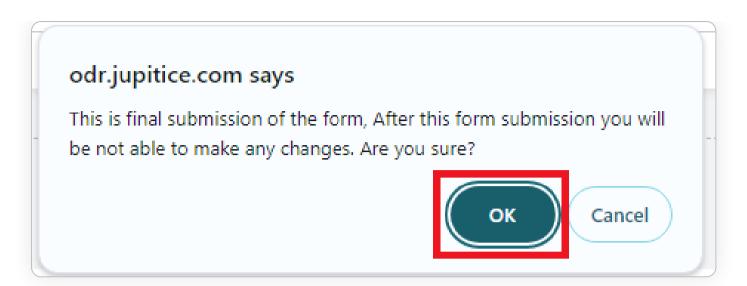


1. You will be redirected to the event dashboard named Pronouncement of Final Award.



- 1. Under Submissions, click on Final Award and fill in the necessary information.
- 2. Click on Submit to continue.





1. Click on Final Award (Upload), upload the relevant document and click on Submit to finally submit the Final Award for the case.



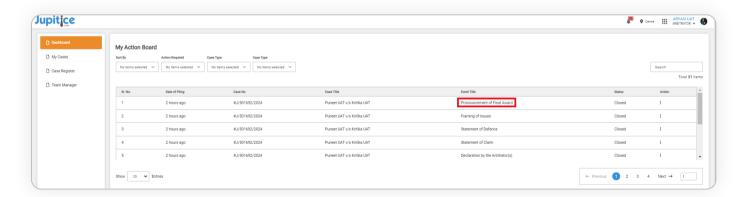
# odr.jupitice.com says

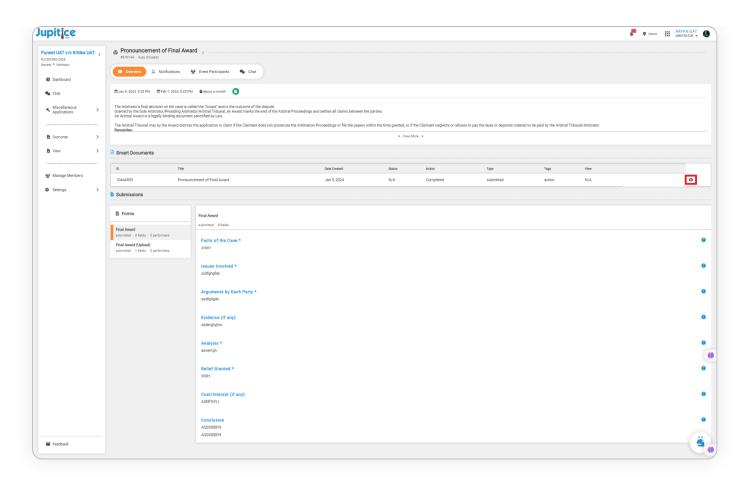
This is final submission of the form, After this form submission you will be not able to make any changes. Are you sure?



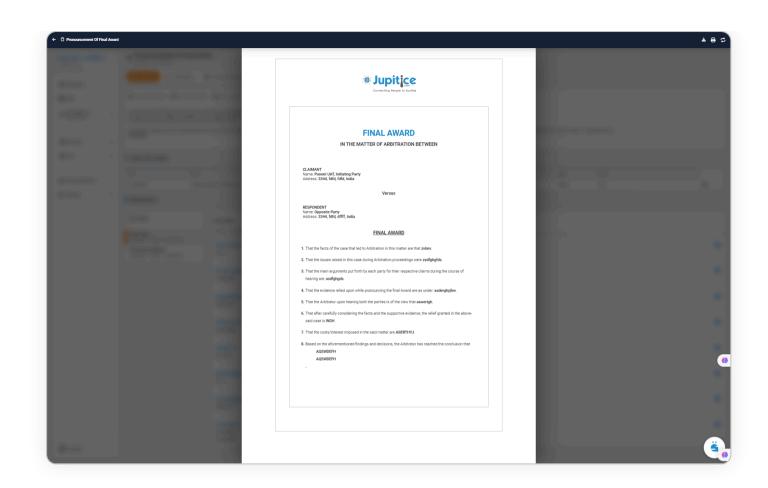
Note:- If you are unsure about the information, you can also use the 'Save Draft' option to save a draft of your response.

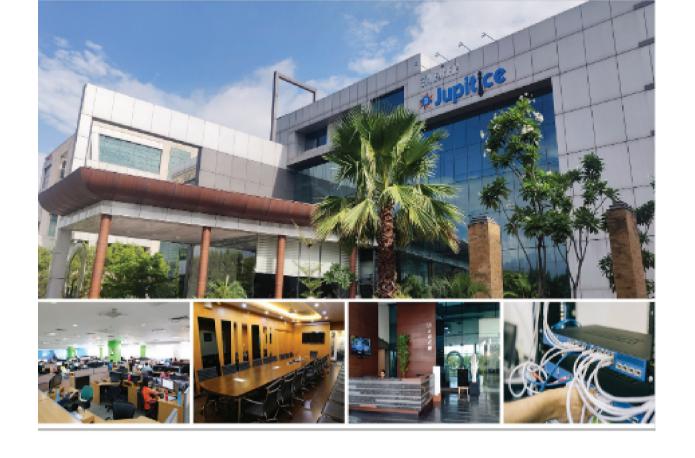
Note: You can view the Final Award by going to the event Dashboard and clicking on the 'eye' icon.





## **Final Award**







Connecting People to Justice









Plot No. 14, Rajiv Gandhi Chandigarh Technology Park, Chandigarh, India.