



Jupitice
 .com

Connecting People to Justice

Jupitice Securities Market ODR Platform

A Guide for Conciliators

**Resolving Securities
Market-related Disputes with Ease**

Access the 'Jupitice Securities Market ODR Platform'

1. Go to <https://odr.jupitice.com/authentication/default/login>.
2. Login with your email address and Phone Number.
3. Click on '**Next.**'



The image shows the Jupitice login interface. At the top is the Jupitice logo, which consists of the word "Jupitice" in blue with a black tie icon replacing the dot of the 'i', followed by ".com" in a smaller font. Below the logo is a white rectangular form. Inside the form, the text "Email Or Phone" is positioned above a single-line text input field. At the bottom of the form, there are two links: "File a Case" and "Forgot Password?", separated by a vertical bar. To the right of these links is a blue button with the text "Next" and a right-pointing arrow. This button is highlighted with a red rectangular border.

1. Verify your role as a '**Conciliator.**'
2. Click on '**Next.**'



Achin Sharma
achin@jupitice.com

Role

Conciliator

← Back

Next →

1. Enter your Password.
2. Click on '**Login.**'



Achin Sharma
achin@jupitice.com

Password

.....|

← Back

Log In →

Appointment of Conciliator

Login to Your Account

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

Locate your allotted case on '**My Action Board.**'

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

The screenshot displays the Jupitice User Dashboard. On the left is a sidebar with navigation links: Dashboard, Case Register, Fees & Invoices, Communication, Exchange of Information, and Team Manager. The main area is titled 'My Action Board' and includes filters for 'Action Required' and 'Status', both currently set to 'No items selected'. A search bar and 'Total 1 items' indicator are also present. A table lists the case details, with the first row highlighted in red:

Sr. No.	Date of Filing	Case No	Case Title	Event Title	Status	Action
1	an hour ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Refer to Conciliation	Closed	

The URL at the bottom left is <https://odr.jupitice.com/dashboard>. The top right shows the user's name 'ACHIN SHARMA' and role 'CONCILIATOR'.

Event Scheduling by Case Manager

1. The Case Manager will schedule the event titled '**Appointment of the Conciliator.**'
2. You'll receive a notification via SMS or email once the Case Manager allots you a case.

Confirmation of Appointment

1. If '**Appointment of Conciliator**' appears under the event title, it signifies your appointment as a Conciliator for a specific case.
2. Check the status; if ongoing, click on the three dots and select '**Appoint Conciliator.**'

Jupitice

Centre, Western Region Conciliation - NSE

ACHIN SHARMA
CONCILIATOR

Dashboard

- Case Register
- Fees & Invoices
- Communication
- Exchange of Information
- Team Manager

My Action Board

Action Required: No items selected | Status: No items selected

Search

Total 2 items

Sl. No.	Date of Filing	Case No	Case Title	Event Title	Status	Action
1	an hour ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Appointment of Conciliator		
2	an hour ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Refer to Conciliation		

- Schedule Declaration by Conciliator
- Appoint Conciliator
- Give Consent

Accessing the Event Dashboard

1. You will be redirected to the **'Event Dashboard'** and **'Appointment of the Conciliator.'**

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Centre, Western Region Conciliator - NSE

ACHIN SHARMA
CONCILIATOR

Punnet Gill v/s Kritika Sh...

#J/500698/2023

Neutral • Conciliator

Dashboard

Miscellaneous Applications >

Manage Claim >

My Action Centre

Reference Stage >

Appointment of Conciliator >

Discussions & Meetings >

Settlement >

Outcome >

View >

Manage Members

Settings >

Help >

Feedback

Appointment of Conciliator

#673321 • Auto (Ongoing)

Overview

Documents

Event Participants

Chat

APPROVER

REQUESTOR

PERFORMER

Nov 8, 2023 2:11 PM

Dec 3, 2023 2:53 PM

3 weeks

-

Payal , Akhil

Achin

APPOINTMENT OF CONCILIATOR

After the procedural rules are decided and the term sheet is finalized, a Conciliator is appointed by the disputing parties. In case, the parties fail to appoint any Conciliator, then a Conciliator shall be appointed by the administrator (acting in the capacity of Appointing Authority).

It is pertinent for the disputing parties to check the qualification and experience of the Conciliator before the appointment.

Documents

ID	Title	Date Created	Status	Action	Type	Tags	View
No Data Found							

Forms

Appointment

open • 4 fields • 1 performer

Consent

open • 1 fields • 1 performer

Consent (Upload)

open • 1 fields • 1 performer

← Back

Submit

Save Draft

Name of appointed Conciliator(s) *

Add Field

Number of Conciliator(s) *

Experience (In years) *

Any other information

Add Field

1. Scroll down; on the left side, you'll find a sidebar menu labelled 'Forms.'



Forms

Appointment

draft · 4 fields · 1 performer

Consent

open · 1 fields · 1 performer

Consent (Upload)

open · 1 fields · 1 performer

1. Click on '**Appointment**' in the sidebar menu.
2. Fill out the form that appears, ensuring that you complete the mandatory fields marked with '*'.
3. Click on '**Submit.**'
4. A dialogue box will appear to confirm your submission. Click '**OK.**'

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?

OK

Cancel

You can perform the same action every time a dialogue box like this appears on your screen.

Filing Your Declaration

1. Access your '**User Dashboard.**'
2. Locate the '**Declaration by Conciliator**' event under '**My Action Board.**'
3. Click on the three dots and select '**File Declaration.**'

The screenshot displays the Jupitice user interface. On the left is a sidebar with a 'Dashboard' menu and sub-items: 'Case Register', 'Fees & Invoices', 'Communication', 'Exchange of Information', and 'Team Manager'. The main area is titled 'My Action Board'. It features filters for 'Action Required' and 'Status', both currently set to 'No items selected'. A search bar and 'Total 3 items' count are also present. A table lists three events:

Sr. No.	Date of Filing	Case No	Case Title	Event Title	Status	Action
1	an hour ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Declaration by Conciliator		
2	an hour ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Appointment of Conciliator		
3	an hour ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Refer to Conciliation	Closed	

A dropdown menu is open for the first event, showing two options: 'Schedule Joint Session/Meeting' and 'File Declaration'. The 'File Declaration' option is highlighted with a red box.

1. You will be redirected to the '**Event Dashboard**' and '**Declaration By Conciliator.**'

Jupitice

Centre, Western Region Conciliator - NSE

ACHIN SHARMA
CONCILIATOR

Punnet Gill v/s Kritika Sh...

#J50098/2023
Neutral • Conciliator

Dashboard

Miscellaneous Applications >

Manage Claim >

My Action Centre

Reference Stage >

Discussions & Meetings >

Settlement >

Outcome >

View >

Manage Members

Settings >

Help >

Feedback

Declaration by Conciliator
#673322 • Auto (Ongoing)

Overview Documents Event Participants Chat

APPROVER REQUESTOR PERFORMER
Opposite Payal, Akhil Achin

Nov 8, 2023 2:21 PM Dec 4, 2023 4:05 PM 3 weeks

SIGNING OF STATEMENT BY CONCILIATOR

Under this event, the Conciliator accepts or shows his willingness to render services to the parties at the settled terms. After the selection of the Conciliator, it is the duty of the Conciliator to be impartial and unbiased towards both the parties to the dispute for just and fair conduct of the Conciliator proceedings.

Requisites:

View More

Documents

ID	Title	Date Created	Status	Action	Type	Tags	View
No Data Found							

Forms

Declaration by Conciliator
open • 3 fields • 1 performer

Declaration by Conciliator (Upload)
open • 1 fields • 1 performer

Back

Submit Save Draft

Statement of acceptance and impartiality by the Conciliator(s) *

The statement of mediator by either:
Accepting, or
Rejecting

Accepted

Any other information

Add Field

Appointment fee

1. Under the '**Statement of Acceptance & Impartiality of the Conciliator**' section, choose Accept or Rejected from the dropdown, indicating your commitment to impartiality throughout the Conciliation process.
2. Provide additional information and the appointment fee.
3. Click on '**Submit.**'
4. A dialogue box will appear to confirm your submission.
5. Click '**OK.**'
6. Navigate to the left menu and click '**Consent by Conciliator**' (Upload).

The screenshot shows a web interface for submitting a declaration. On the left, a sidebar lists two forms: 'Declaration by Conciliator' (draft, 3 fields, 1 performer) and 'Declaration by Conciliator (Upload)' (open, 1 field, 1 performer). The 'Declaration by Conciliator (Upload)' form is highlighted with a red box. The main content area displays the 'Declaration by Conciliator' form, which includes a 'Choose File' button and the text 'No file chosen'. At the top right of the form, there are three buttons: 'Back', 'Submit', and 'Save Draft'. The 'Submit' button is highlighted with a red box.

1. Click on '**Upload**' to submit your Declaration document.
2. Click on '**Submit.**'
3. Confirm your submission by clicking '**OK**' in the dialogue box.

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

Joint Session/Meeting

After submitting your declaration, the Case Manager will schedule an event titled '**Joint Session/Meeting**' for all parties involved in the '**Conciliation Process**' to attend and make the necessary submissions.

To join the Joint Session/Meeting

1. Access your '**User Dashboard.**'
2. Find the '**Joint Session/Meeting**' event under '**My Action Board.**'
3. Initiate a '**Joint Session**' by clicking on the three dots and selecting '**Joint Hearing.**'

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Centre, Western Region Conciliation - NSE

ACHIN SHARMA
CONCILIATOR

Dashboard

Case Register

Fees & Invoices

Communication

Exchange of Information

Team Manager

My Action Board

Action Required

Status

No items selected

No items selected

Search

Total 4 items

Sr. No.	Date of Filing	Case No	Case Title	Event Title	Status	Action
1	an hour ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Joint Session/Meeting	Ongoing	<div><div>Schedule Conciliatory Report</div><div>Join Hearing</div></div>
2	an hour ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Declaration by Conciliator	Closed	
3	an hour ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Appointment of Conciliator	Closed	
4	an hour ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Refer to Conciliation	Closed	

1. You will be redirected to the ‘**Event Dashboard**’ and ‘**Joint Session/Meeting.**’

Jupitice

Centre, Western Region Conciliation - NSE

ACHIN SHARMA
CONCILIATOR

Punnet Gill v/s Kritika Sh...

#J50698/2023

Neutral • Conciliator

Dashboard

Miscellaneous Applications >

Manage Claim >

My Action Centre

Reference Stage >

Settlement >

Outcome >

View >

Manage Members

Settings >

Help >

Feedback

Joint Session/Meeting

#673323 • Auto (Ongoing)

Overview

Documents

Event Participants

Chat

APPROVER

REQUESTOR

PERFORMER

-

Achin , Initiating + 1 more

Achin , Payal + 3 more

Nov 8, 2023 2:26 PM

Nov 9, 2023 2:26 PM

1 day

JOINT DISCUSSIONS/MEETING

The Joint Discussion/ Meeting is a session conducted in the presence of all the parties and the Conciliator(s). The purpose of this session is to allow the disputing parties to lay out their perspectives and address and listen to the other party directly. Furthermore, The Conciliator in this process helps the parties to move away from their positions to understand the real issues and interests.

It is pertinent to note that if the parties settle their disputes in the joint discussions then separate sessions are not conducted and the parties can directly start with the settlement stage.

View More

Documents

ID	Title	Date Created	Status	Action	Type	Tags	View
No Data Found							

Your Preview

Participants

AS	Achin Sharma (You)	Ready
PS	Payal Sharma	Not Joined
IP	Initiating Party	Not Joined
OP	Opposite Party	Not Joined
AS	Akhil Sharma	Not Joined

Join

Forms

Submissions by Opposite Party

open • 5 fields • 1 performer

Submissions by Initiating Party

open • 5 fields • 1 performer

Record of Proceedings

open • 1 fields • 2 performers

Observations by the Conciliator

open • 3 fields • 3 performers

Submissions by Opposite Party

open • 5 fields

Form not submitted yet.

1. Click on 'Join' to participate in the hearing.

#J/500698/2023
ACHIN SHARMA
CONCILIATOR

Punnet Gill v/s Kritika Sharma

#J/500698/2023
Neutral • Conciliator

- Dashboard
- Miscellaneous Applications
- Manage Claim
- My Action Centre**
- Reference Stage
- Settlement
- Outcome
- View
- Manage Members
- Settings
- Help
- Feedback

Joint Session/Meeting
#673323 • Audio (Ongoing)

[Overview](#)
[Documents](#)
[Event Participants](#)
[Chat](#)

APPROVER	REQUESTOR	PERFORMER			
-	Achin , Initiating + 1 more	Achin , Payal + 3 more	Nov 8, 2023 2:26 PM	Nov 9, 2023 2:26 PM	1 day

JOINT DISCUSSIONS/MEETING

The Joint Discussion/ Meeting is a session conducted in the presence of all the parties and the Conciliator(s). The purpose of this session is to allow the disputing parties to lay out their perspectives and address and listen to the other party directly. Furthermore, The Conciliator in this process helps the parties to move away from their positions to understand the real issues and interests.

It is pertinent to note that if the parties settle their disputes in the joint discussions then separate sessions are not conducted and the parties can directly start with the settlement stage.

[View More](#)

Documents

ID	Title	Date Created	Status	Action	Type	Tags	View
No Data Found							

Your Preview

Participants

AS	Achin Sharma (You) Neutral • Conciliator	Ready
PS	Payal Sharma Administration • Case Manager	Not Joined
IP	Initiating Party Initiating Party • Disputant	Not Joined
OP	Opposite Party Opposite Party • Disputant	Not Joined
AS	Akhil Sharma	Not Joined

[Join](#)

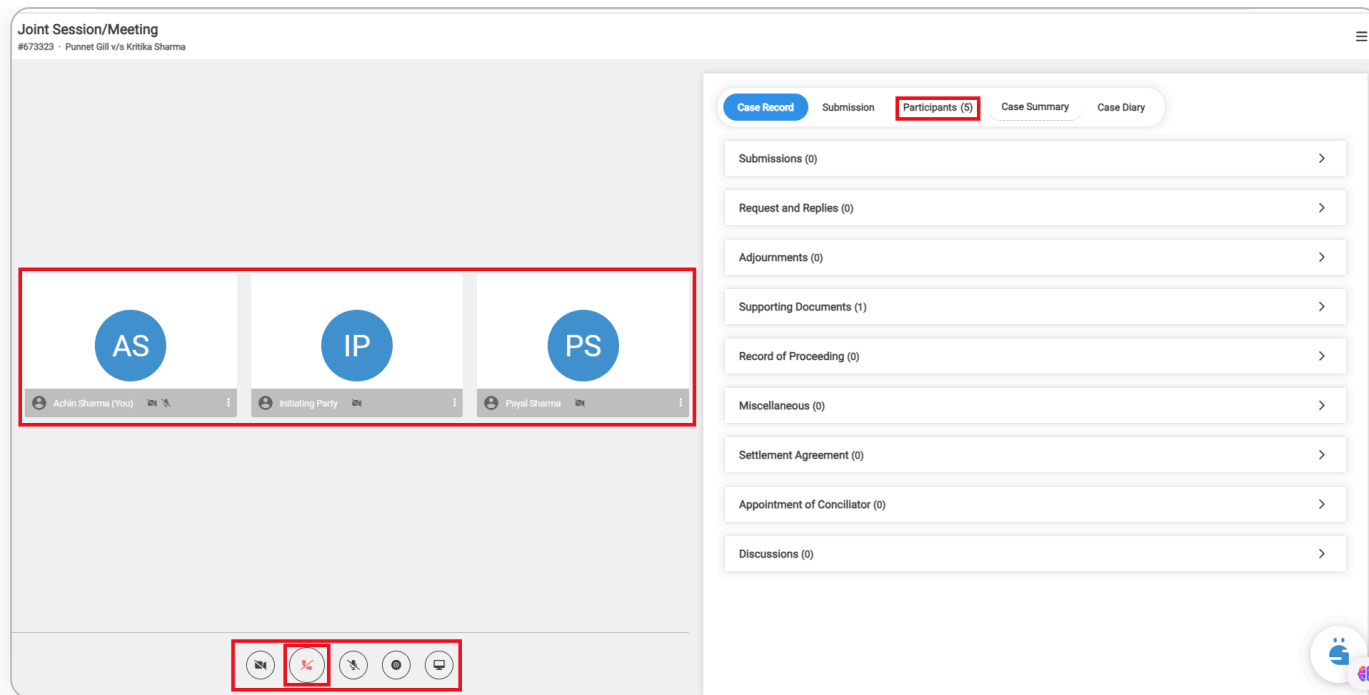
Forms

- Submissions by Opposite Party**
open • 5 fields • 1 performer
- Submissions by Initiating Party**
open • 5 fields • 1 performer
- Record of Proceedings**
open • 1 fields • 2 performers
- Observations by the Conciliator**
open • 3 fields • 3 performers

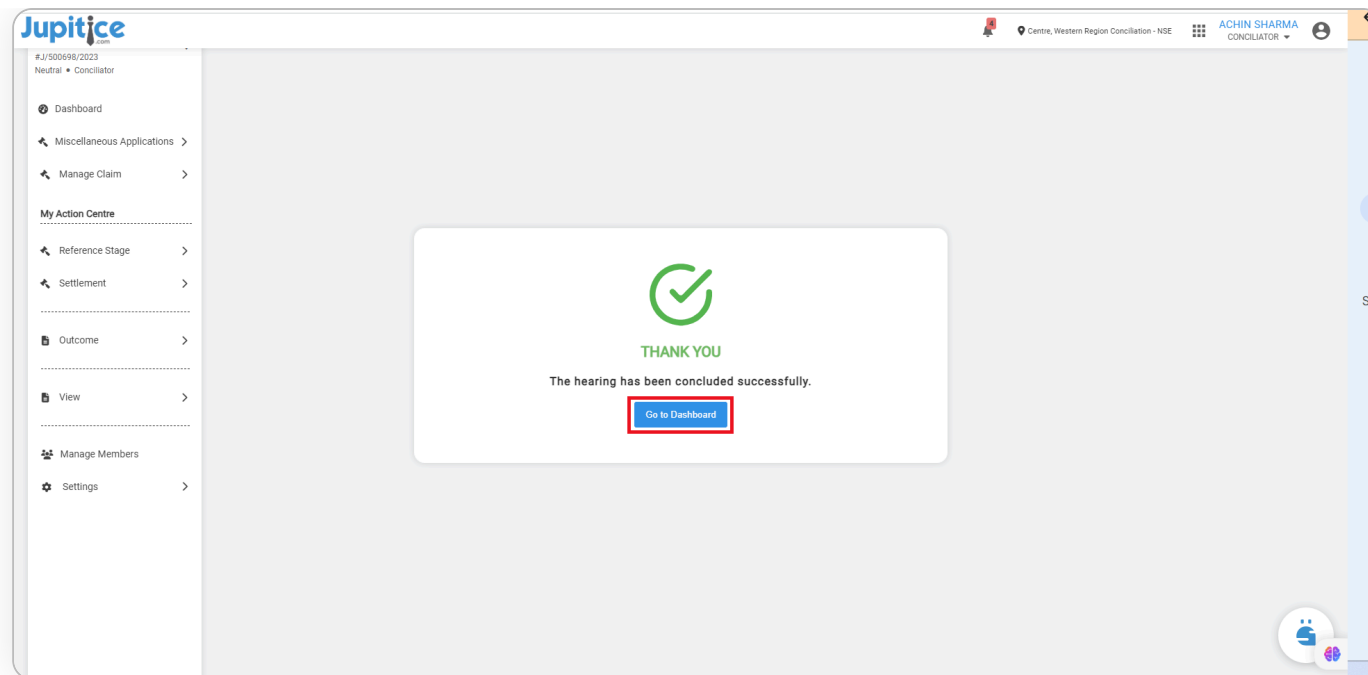
Submissions by Opposite Party

open • 5 fields

Form not submitted yet.



1. You'll receive a **'Thank You'** message on the screen once you disconnect the call.
2. Click on 'Go to Dashboard' to proceed.



Filing '**Observations by the Conciliator**'

Filing the 'Observations by the Conciliator' during the hearing.

1. During the hearing, submit the 'Observations made by the Conciliator' by clicking on the '**Submission**' tab in the top menu.

The screenshot displays a web application interface with a top navigation bar and a left sidebar. The top navigation bar includes tabs for 'Case Record', 'Submission' (highlighted with a red box), 'Participants (5)', 'Case Summary', and 'Case Diary'. The left sidebar, titled 'Forms', lists four items: 'Submissions by Opposite Party' (highlighted with an orange bar), 'Submissions by Initiating Party', 'Record of Proceedings', and 'Observations by the Conciliator'. The main content area shows the 'Submissions by Opposite Party' form, which is currently empty and displays the message 'Form not submitted yet.'

1. Click '**Observations by the Conciliator**' in the left menu.
2. Fill in the necessary details, such as '**Observations by the Conciliator**' and '**Agreed Settlement Value/Terms.**'
3. Click on '**Submit.**'
4. A dialogue box will appear to confirm your submission; click '**OK.**'

Case Record

Submission

Participants (5)

Case Summary

Case Diary

Forms

Submissions by Opposite Party

open · 5 fields · 1 performer

Submissions by Initiating Party

open · 5 fields · 1 performer

Record of Proceedings

open · 1 fields · 2 performers

Observations by the Conciliator

open · 3 fields · 3 performers

← Back

Submit

Save Draft

Observations by the Conciliator *

🎤

🗑️

Add Field

Agreed Settlement Value/Terms *

🎤

🗑️

Admissible Claim Value/ Directions by Conciliator

🎤

🗑️

Add Field

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

Filing '**Observations by the Conciliator**' after the hearing via '**Event Dashboard**.'

Conciliatory Report

After all parties and the Case Manager have made their submissions, the Case Manager will schedule an event titled 'Conciliatory Report' for you to draft the final report.

Draft the Final Conciliatory Report

1. Access your **'User Dashboard.'**
2. Find the event named **'Conciliatory Report.'**
3. Initiate report filing by clicking the three dots and selecting the **'File Report'** option.

Jupitice Centre, Western Region Conciliation - NSE ACHIN SHARMA CONCILIATOR

My Action Board

Action Required: No items selected Status: No items selected Search Total 5 items

Sr. No.	Date of Filing	Case No	Case Title	Event Title	Status	Action
1	2 hours ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Conciliatory Report	Ongoing	<div><div>File Report</div><div>Approve/Reject</div></div>
2	2 hours ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Joint Session/Meeting	Closed	
3	2 hours ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Declaration by Conciliator	Closed	
4	2 hours ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Appointment of Conciliator	Closed	
5	2 hours ago	#J/500698/2023	Punnet Gill v/s Kritika Sharma	Refer to Conciliation	Closed	

1. You will be redirected to the **'Event Dashboard'** and **'Conciliatory Report.'**

Jupitice

Centre, Western Region Conciliation - NSE

ACHIN SHARMA
CONCILIATOR

Punnet Gill v/s Kritika Sh...

#J50698/2023
Neutral • Conciliator

Dashboard

Miscellaneous Applications >

Manage Claim >

My Action Centre

Reference Stage >

Settlement >

Outcome >

View >

Manage Members

Settings >

Help >

Feedback

Conciliatory Report
#673324 - Auto (Ongoing)

Overview Documents Event Participants Chat

APPROVER: Initiating, Opposite
REQUESTOR: Payal, Akhil
PERFORMER: Achin
Nov 8, 2023 3:05 PM Dec 3, 2023 4:05 PM 3 weeks

CONCILIATORY REPORT
The Conciliatory Report is prepared and submitted by the Conciliator when the mediation proceedings come to an end or when the proceedings are finally concluded.
The Conciliatory Report gives an overview of the proceedings.

Documents

ID	Title	Date Created	Status	Action	Type	Tags	View
No Data Found							

← Back Submit Save Draft

Date of commencement of the Conciliation proceedings *
dd-mm-yyyy

Total number of sessions held *
The number of mediation sessions conducted.
[Input field]

Date of conclusion of the Conciliation proceedings *
dd-mm-yyyy

Any other information
[Input field]

Add Field

1. Scroll down and fill in the fields marked '*'.
2. Click on **‘Submit.’**
3. A dialogue box will appear to confirm your submission; click **‘OK.’**

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

The screenshot shows a web form for submitting a Conciliatory Report. At the top, there is a navigation bar with a 'Back' button on the left and 'Submit' and 'Save Draft' buttons on the right. The 'Submit' button is highlighted with a red rectangle. The form contains the following fields:

- Date of commencement of the Conciliation proceedings ***: A date input field with a placeholder 'dd-mm-yyyy' and a calendar icon.
- Total number of sessions held ***: A text input field with a placeholder 'The number of mediation sessions conducted.' and a microphone icon.
- Date of conclusion of the Conciliation proceedings ***: A date input field with a placeholder 'dd-mm-yyyy' and a calendar icon.
- Any other information**: A text input field with a microphone icon and a trash icon.
- Add Field**: A button located below the 'Any other information' field.

Accessing the Conciliatory Report

1. Once you have submitted the '**Conciliatory Report**,' Go to your '**User Dashboard**.'
2. You will be redirected to the '**Event Dashboard**' and '**Conciliatory Report**.'
3. Click the 'Eye Button Icon' under the '**Documents**' tab on the '**Event Dashboard**.'
4. You can '**Download**' and '**Print**' the document from the top right Corner.

Jupitice

#J50698/2023

Neutral • Conciliator

Dashboard

Miscellaneous Applications >

Manage Claim >

My Action Centre

Reference Stage >

Settlement >

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Feedback

Conciliatory Report

#673324 • Auto (Ongoing)

Overview

Documents

Event Participants

Chat

APPROVER

Initiating , Opposite

REQUESTOR

Payal , Akhil

PERFORMER

Achin

Nov 8, 2023 3:05 PM

Dec 3, 2023 4:05 PM

3 weeks

CONCILIATORY REPORT

The Conciliatory Report is prepared and submitted by the Conciliator when the mediation proceedings come to an end or when the proceedings are finally concluded.

The Conciliatory Report gives an overview of the proceedings.

Read more

View More

Documents

ID	Title	Date Created	Status	Action	Type	Tags	View
No Data Found							

Back

Submit

Save Draft

Date of commencement of the Conciliation proceedings *

dd - mm - yyyy

Total number of sessions held *

The number of mediation sessions conducted.

Date of conclusion of the Conciliation proceedings *

dd - mm - yyyy

Any other information

Add Field

Documents

ID	Title	Date Created	Status	Action	Type	Tags	View
10433269	Conciliatory Report	Nov 8, 2023	Completed	submitted	action	N/A	<div></div>

Once you have submitted the Conciliatory Report, parties must accept or reject the Final Report. Their acceptance of the report marks the conclusion of the Conciliation Process.



Connecting People to Justice

 9041133378



support@jupitice.com
legal-team@jupitice.com



www.jupitice.com



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

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