



Low-Cost Arbitration Service 2021 (First) Edition

Introduction

The Hunt ADR Low-Cost Arbitration Service (LCAS) has been developed by Hunt ADR to provide the simple, cost-effective, timely, final and legally binding resolution of disputes between parties where the amount in dispute is less than £50,000. Hunt ADR may allow applications for more than that amount under LCAS at its own discretion.

Key Features of LCAS include:

- Private and confidential resolution of disputes between parties
- Suitable for disputes with a value of up to £50,000
- Fixed fee is payable by the parties on submission of the Arbitration Notice, covering Hunt ADR's administrative costs and the arbitrator's fees
- Uses experienced sole arbitrators from a wide range of professional backgrounds who have specialised in documents only arbitration processes
- Statement(s) of claim, statements(s) of defence, reply to the defence and any other document submitted (including witness statements) shall not exceed 5,000 words per submission
- Neither party may recover any costs towards their costs of the arbitration
- Arbitrator will issue an Award in no more than 28 days of receipt of all relevant information from the parties

Key Benefits of LCAS:

- Ideal for pre action dispute resolution or court directed ADR
- Fees capped at just £450 plus VAT (typically £225 plus VAT per party) with no recoverable costs - dissuading parties from incurring high legal costs
- Final and legally binding Award issued without unnecessary delays
- Award has the same effect as a court judgment
- Formal procedural steps are kept to a minimum so parties are able to present their own case without legal representation
- Confidential environment protects intellectual property, removes risk of litigation and reduces risk of reputational damage



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1. These Rules apply to arbitrations under The Hunt ADR Low-Cost Arbitration Service (LCAS).
2. LCAS has been developed to provide simple, cost-effective and timely resolution of disputes between parties by a sole arbitrator, for a cost-effective fixed fee.
3. The object of the service is to provide the parties with a final and legally binding decision on their dispute in fewer than 30 days from the appointment of the Arbitrator.
4. An arbitration is commenced when Hunt ADR receives a properly completed Application Form (request for the appointment of an arbitrator). The Application Form should contain party details, a brief summary of the dispute and the issues to be determined, and an outline of the relief sought.
5. The Application Form, which is found at the end of these Rules, must be signed by all parties and must be accompanied by the following:
 - 5.1. copies of relevant contractual documents;
 - 5.2. the Arbitration Fee of £450 plus VAT, payable by cheque, credit or debit card or bank transfer on or before the date of the submission of the Application Form.
6. Hunt ADR retains the right to refuse to accept to act upon an application if any of the above requirements are not complied with.
7. The arbitration commences when Hunt ADR writes to the parties confirming acceptance of the application. At such a time Hunt ADR will request submission of the Statement of Claim from the Claimant, to be submitted within 28 days.
8. Upon receipt of the Statement of Claim Hunt ADR will send a copy to the Respondent who will have 28 days in which to submit their Defence to Claim. The parties should note that counterclaims are not allowed under this service.
9. Upon receipt of the Defence to Claim Hunt ADR will appoint an Arbitrator from its list of Hunt ADR Associate Arbitrators and will notify the parties of the appointment.

10. The Arbitrator will issue a timetable for the arbitration within 7 days of being appointed. All procedural matters are at the discretion of the Arbitrator.
11. Unless otherwise directed by the Arbitrator each side's Statements of Case and witness statements (if any) shall, collectively, be no more than 5,000 words.
12. Each party may be directed by Hunt ADR to make an additional payment following the issue of the procedural timetable if either of following applies:
 - 12.1. Half-day Hearing or Meeting: If the parties require a half-day hearing or meeting with the Arbitrator, an additional fee of £750 plus VAT will be payable. This additional fee does not include the cost of a venue for the hearing or meeting, the Arbitrator's expenses for the hearing or meeting, or any other expenses associated with the hearing or meeting
 - 12.2. Site Visit: If a half-day site visit is required, in order for the Arbitrator to better appreciate the matters in dispute, an additional fee of £500 plus VAT will be payable. This additional fee does not include the Arbitrator's expenses, or any other expenses associated with the site visit.
13. Within 28 days of the Arbitrator's appointment or 28 days from receipt of information requested by the Arbitrator by issue of Orders for Directions, whichever is the latter, the Arbitrator will (via Hunt ADR) issue to the parties a written reasoned Award. The Award will be signed and dated by the Arbitrator and will be final and legally binding.
14. If the parties settle their dispute after commencing the arbitration, they must immediately inform Hunt ADR who will inform the Arbitrator, if appointed.
15. The Arbitration Act 1996 (the Act) or any amendments to the Act, or alternative substitute legislation, shall apply to the arbitration, and the Arbitrator shall have all the powers available to an Arbitrator under that Act.
16. All communications will be in writing and any correspondence which a party sends to the Arbitrator, or the Arbitrator sends to a party, must be copied to the other party at the same time.
17. Neither Hunt ADR nor any of its officers, agents, or employees will be liable for anything done or omitted to be done in the appointment or nomination of an Arbitrator under LCAS or in respect of the administration of LCAS, unless the act or omission was shown to be in bad faith. Neither Hunt ADR nor its officers, agents, or employees shall be liable for anything done or omitted to be done by an Arbitrator nominated or appointed by Hunt ADR (or its employees or agents) under LCAS in the discharge or purported discharge.



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Application Form

In the matter of a dispute between the following:

Claimant**	Respondent**
Address	Address
Phone	Phone
Email	Email
Represented by**	Represented by**
Address	Address
Phone	Phone
Email	Email

**Delete as applicable or add, if necessary, names of other parties or representatives

TO BE COMPLETED BY THE CLAIMANT: Brief details of the dispute (please provide a brief summary of the dispute, the issues to be determined and the relief sought

Amount in dispute (if appropriate)

Your application is accepted on the basis that the information you provide is both accurate and complete. The liability of Hunt ADR and the appointed Arbitrator in relation to the appointment may be restricted or withdrawn if the information provided is inaccurate or incomplete.

Application for the appointment of an arbitrator

1. The parties agree to have their dispute determined under the rules of 'The Hunt ADR Low-Cost Arbitration Service'.
2. It is further agreed as a condition of such an appointment that the parties will:
 - a. Pay the LCAS Arbitration fixed fees, whether or not the arbitration reaches a hearing or any Award is made;
 - b. Make such payment(s) within the timeframe prescribed under the LCAS Rules, or any longer timeframe permitted by the Arbitrator or Hunt ADR; and
 - c. Inform the Arbitrator and Hunt ADR promptly in the event of settlement of the dispute.
3. It is acknowledged that Hunt ADR are not liable, by reason of having appointed or nominated the arbitrator, for anything done or omitted to be done by the arbitrator in the discharge or the purported discharge of his or her functions.
4. The arbitration fee of £225 plus VAT (£270) per party (total of £450 plus VAT (£540)), is payable with this application. Cheques should be made out to Hunt ADR Limited. BACS payment can be made to

Hunt ADR Limited
Starling Bank Account Number 64749944
Sort Code 608371
IBAN GB70SRLG60837164749944
SWIFT/BIC SRLGGB2L

Please see the card payment form below for card payments.

5. Please return the completed form by email where possible to adr@huntadr.com. If email is not possible please return by post to: Hunt ADR Limited, PO Box 12627, Billericay, Essex CM12 2EZ.

TO BE SIGNED BY THE CLAIMANT

Signed:

Name:

Capacity:

Date:

On or for and on behalf of the Claimant

TO BE SIGNED BY THE RESPONDENT

Signed:

Name:

Capacity:

Date:

On or for and on behalf of the Respondent



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LCAS Card Payment Form

This Payment Form is for use by applicants applying for LCAS. Payment will be taken using secure banking facilities which comply with all relevant data protection legislation. All information recorded on this form is necessary in order for us to properly process a payment and this form will be destroyed once payment is taken. Please complete the form carefully in block capitals. If you wish to pay by cheque, please send a cheque made payable to **Hunt ADR Limited** to the address shown below.

Personal Details

Name _____

Email _____

Telephone _____

Address _____

Payment Details

Payment Method (state Credit Card or Debit Card) _____

Amount **£270 or £540**

Name on Card _____

Card Number _____

Security Code _____ Start Date (if shown) _____

Expiry Date _____

Please return this form to adr@huntadr.com or to **Hunt ADR, PO Box 12627, Billericay CM12 2EZ**