

ADR Center for .eu attached to the Czech Arbitration Court attached to the Economic Chamber of the Czech Republic and Agricultural Chamber of the Czech Republic (Czech Arbitration Court)

ADMINISTRATIVE COMPLIANCE CHECKLIST - COMPLAINT

Case No.: *[Insert Case Number]*

Case Administrator: *[Insert Case Administrator]*

Complainant: *[Insert Name of Complainant]*

Complaint received: *[Insert Date]*

Time of Filing: *[Insert Time]*

Respondent: *[Insert Name of Respondent]*

Domain Name(s): *[Insert Disputed Domain Name]*

Was the Complaint submitted in an electronic format [ADR Rules, Paragraph B1 (b)]?

- (a) Has the original of the Complaint been submitted, together with 4 copies [ADR Supplemental Rules, Paragraph A3 (e)]?
- (b) Does the Complaint indicate the name, postal and e-mail addresses, and the telephone and the fax numbers of the Complainant and of any representative authorized to act for the Complainant in the ADR proceeding [ADR Rules, Paragraph B1 (b) (2)]?
- (c) Does the Complaint specify a preferred method for communications directed to the Complainant in the ADR proceeding (including person to be contacted and address information) for each of (A) electronic-only material and (B) material including hard copy [ADR Rules, Paragraph B1 (b) (3)]?
- (d) Does the Complaint provide the name of the Respondent and information regarding how to contact Respondent or any representative of Respondent in sufficient detail to allow the Provider to send the Complaint in accordance with ADR Rules, Paragraph A2 (a) (b) (ADR Rules, Paragraph B1 (b) (5)]?
- (e) Does the Complaint specify the domain name(s) that is/are the subject of the Complaint (ADR Rules, Paragraph B1 (b) (6)]?
- (f) Does the Complaint identify the Registrar(s) with the domain name(s) is/are registered at the time the Complaint was filed (ADR Rules, Paragraph B1 (b) (7)]?
- (g) In case the Complaint is filed against the decision(s) of EURID, does the Complaint identify the disputed EURID decision(s)?
- (h) According to the relevant WHOIS confirmation(s), is/are the domain name(s) specified in the Complaint registered with the registrar(s) indicated by the Complainant?
- (i) According to the relevant WHOIS confirmation(s), is/are the domain name(s) specified in the Complaint currently registered by the Respondent?

- (j) Is the Complaint filed in the language of the registration agreement, as confirmed by the EURID? If not, (a) does the complaint indicate an agreement between the parties to proceed in a different language or (b) is the Complaint in the language as decided by the Panel pursuant to the ADR Rules?
- (k) Does the Complaint specify the names in respect of which a right is recognized or established by the national law of a Member State and/or Community law on which it is based [ADR Rules, Paragraph B1 (b) (9)]?
- (l) For such name, does the Complainant describe exactly the type of right(s) claimed, and does it specify the law or law(s) as well as the conditions under which the right is recognized and/or established [ADR Rules, Paragraph B1 (b) (9)]?
- (m) Does the Complaint appear to describe, in accordance with the Rules, the grounds on which the Complaint is made [ADR Rules, Paragraph B1 (b) (10)]?
- (n) Does the Complaint specify, in accordance with the Rules, the remedies sought (ADR Rules, Paragraph B1 (b) (11)]?
- (o) Does the Complaint designate whether or not the Complainant elects to have the dispute decided by a single-member or a three-member Panel (ADR Rules, Paragraph B1 (b) (4)]?
- (p) In the event the Complainant has designated a three-member Panel, does the Complaint contain the names and contact details of at least three candidates (ADR Rules, Paragraph. B1 (b) (4)]?
- (q) Does the Complaint specify at least one appropriate Mutual Jurisdiction (ADR Rules, Paragraph B1 (b) (14)]?
- (r) Does the Complaint contain the statements specified in ADR Rules, Paragraph B1 (b) (15)?
- (s) Is the Complaint signed by the Complainant or its authorized representative (ADR Rules, Paragraph B1 (b) (15)]?
- (t) Does the Complaint conform to the word limit specified in ADR Supplemental Rules, Paragraph B11 (a)?
- (u) Has the correct amount of fees been paid?

Date completed:

Name of Case Administrator: