

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 - RESPONSE

**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 Response submitted within the deadline of thirty (30) days of the Delivery of the Complaint to the Respondent [ADR Rules, Paragraph B3 (a)]?

- (a) Does the Response include any forms prescribed in Supplemental Rules [ADR Rules, Paragraph B3 (b) (6)]?
- (b) Was the Response submitted in accordance with the Communication Rules included in ADR Supplemental Rules?
- (c) Does the Response indicate the name, postal and e-mail addresses, and the telephone and the fax numbers of the Respondent and of any representative authorized to act for the Respondent in the ADR Proceeding [ADR Rules, Paragraph. B3 (b) (1)]?
- (d) Does the Response specify a preferred method for communications directed to the Respondent 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. B3 (b) (2)]?
- (e) If the Complainant has chosen a single-member Panel in the Complaint, does the Respondent opt instead to have the dispute decided by a three-member Panel [ADR Rules, Paragraph B3 (b) (3)]?
- (f) If either the Complainant or Respondent chose a three-member Panel, did the Respondent provided the names and contact details of three candidates to serve as one of the Panelists [ADR Rules, Paragraph B3 (b) (4)]?
- (g) Did the Respondent identify any other legal proceedings that have commenced or terminated in connection with or related to any of the domain name(s) that is/are subject of the Complaint?

- (h) Does the Response contain the Statements specified in ADR Rules, Paragraph B3 (b)(6)?
- (i) Has the correct amount of fees (if applicable) been paid?

**Date completed:**

**Case manager:**