

KINGS CHAMBERS ARBITRATION

Process & Rules of Engagement

Starting the arbitration process

1. You need to agree the arbitration process with the other side unless the matter in dispute already contains an arbitration clause. Any dispute is open to arbitration.
2. Contact one of our arbitration clerks to discuss. They will advise you of suitable Arbitrators, costs, availability and assist with any queries you may have.
3. Review and sign the agreement. The model agreement is open to alteration to the satisfaction of the parties and the arbitrator.
4. When both parties have signed and lodged the agreement our clerks will contact you to begin discussions about the timetable.

Rules of engagement

1. These rules govern the appointment of a Kings Arbitration Arbitrator and the conduct of an Arbitration in accordance with the Kings Arbitration Agreement.
2. Parties who agree to arbitrate a dispute need to complete the Kings Arbitration Agreement.

Kings Chambers

T: 0345 034 3444
E: clerks@kingschambers.com

Manchester

36 Young Street,
Manchester, M3 3FT
DX: 718188 MCH 3

Leeds

5 Park Square,
Leeds, LS1 2NE
DX: 713113 LEEDS PARK SQ

Birmingham

Embassy House, 60 Church Street,
Birmingham, B3 2DJ
DX: 13023 BIRMINGHAM

3. The appointment is effective from the date the Arbitrator countersigns the agreement
4. The Arbitration will be conducted in accordance with the provisions of the Arbitration Act 1996 absent agreement of the parties the Arbitrator will rule on procedure as he/she sees fit.
5. All correspondence to the Arbitrator or his clerk and vice-versa must be copied to all parties. Documents may be submitted by e-mail or in hard copy. The Arbitration clerks should be the first point of contact.
6. The Arbitrators fees will be agreed in advance and fees including the release of the award must be paid in full before the award is released.
7. Should the arbitration settle in advance then fees will be calculated with reference to clauses 12 to 15 of the Arbitration Agreement which may include (if requested by the parties) the drafting of an award to incorporate the terms of settlement.
8. Kings Arbitration will not charge for use of their chambers for the hearing of arbitrations. Should any external venue be preferred then any costs for hiring of such venue or refreshments shall be borne by the parties.
9. Disbursements for arbitration hearings will be on a recovery of expenses basis only.