

## MEMO

To: users of the NAI arbitration platform

Date: 11 July 2024 – version 3

Subject: File naming convention for the NAI arbitration platform

### 1 INTRODUCTION

1. On the NAI arbitration platform, users can access all case files. It is important that parties agree with the arbitral tribunal on how files will be uploaded and to decide on a naming convention to be used. This ensures that files are easy to find, files can be sorted easily and that it is immediately clear what the file is about.
2. The NAI has drawn up these guidelines to help parties, representatives and arbitrators to keep the case files in order. Of course, the parties and the arbitral tribunal may agree to use a different naming convention.

### 2 NAI Arbitration Platform default file naming convention

#### 2.1 Correspondence

3. Correspondence by letter is uploaded in a searchable PDF. The file name format is as follows:
  - [yearmonthday – sending party-receiving party – subject of the letter (NAI [Case number])]
4. Some examples:
  - 20230105 – NAI-Respondent – Request for Arbitration for and request to submit Short Answer (NAI 1234)
  - 20230119 – Respondent-NAI – Request for postponement of submission of Short Answer (NAI 1234)
  - 20230220 – Tribunal-Parties – Date of Case Management Conference (NAI 1234)

#### 2.2 Submissions and exhibits

##### 2.2.1 Submissions

5. Submissions are uploaded in a searchable PDF with an overview of the exhibits. The file name format is as follows:
  - [yearmonthday – name of the procedural document (NAI [Case number])]

6. Some examples:

- 20230104 – Request for arbitration (NAI 1234)
- 20220506 – Statement of Claim (NAI 1234)
- 20211206 – Statement of Defence (NAI 1234)

### **2.2.2 Exhibits**

7. Exhibits are uploaded separately in a searchable PDF in the designated folder on the NAI arbitration platform. The file name format is as follows:

- [(exhibit number: where the Claimant puts an C in front of the number and the Respondent R) - yearmonthday of the document – subject of the document (NAI [Case number])]

8. Some examples:

- C-001 - 20190104 – shareholders' agreement between parties X and Y (NAI 1234)
- C-002 - 20220612 – email Mr X to Ms Y about a tie (NAI 1234)

### **2.3 Decisions**

9. Decisions of the arbitral tribunal (procedural orders, arbitral awards, etc.) are uploaded in a searchable PDF in the designated folder on the NAI arbitration platform. The file name format is as follows:

- [yearmonthday of the document – subject of the document (NAI [Case number])]

10. Some examples:

- 20230104 – Procedural Order No. 1 (NAI 1234)
- 20240201 – Interim Arbitration Award (NAI 1234)