

Alternative Dispute Resolution System HOW TO REFER A COURT TRIAL

04 May 2024

HOW TO REFER A COURT TRIAL

1. The user needs to log into their profile by proceeding to <u>www.adraccess.co.za</u> and clicking on the LOG IN button.



2. The user will then be taken to the LOG IN page where they will then provide their email address and password. Once completed they will then click on the LOGIN button below.

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- 3. Once logged in to their profile the user will be position to either create a new dispute or referred trial or application by clicking on the respective button below.
- 4. The user will forthwith me known to as the APPLICANT once he continues with the creation of a dispute or trial or application referral.

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SOUTH AFRICAN ALTERNATIVE DISPUTE RESOLUTION	HOME	DISPUTES - CREATE APPLICATIO	HEARINGS - N REFERRAL CREATE TRIAL REFER	DEVON DEVON + CREATE NEW DISPUTE
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To register a dispute, refer a trial or application click on the respective create button above.				
•To view, proceed with and/or file a response in an existing matter click on the case file listed	below and follow the directions provide	d.		
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- 1. If the CREATE APPLICATION REFERRAL button is selected then the APPLICANT will be taken to a new screen where they will be requested to provide information relating to the counter party, the RESPONDENT.
- 2. Once completed the APPLICANT must click on the LOG NEW TRIAL button provided.
- 3. Imperative for the APPLICANT to make sure that he provides the correct email address and cellphone number of the RESPONDENT.

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- 4. The APPLICANT will now be positioned to upload the requested TRIAL documentation requested.
- 5. It is imperative that the APPLICANT upload all the documentation requested in PDF format.

6. Once the documentation is uploaded the APPLICANT must click on the SAVE button below to ensure all is captured on the system.

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Once the requested documentation is uploaded click on the SAVE but	utton.		2024-06-04	12:57:24	
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	Please upload your trial documenta	ation.			
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7. Once the APPLICANT is happy with the documentation filed they can then click on the SEND TRIAL TO RESPONDENT BUTTON below.

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A SOUTH AFRICAN ALTERNATIVE	HOME	DISPUTES+	HEARINGS-	
DISPUTE RESOLUTION		SEND	TRIAL TO RESPONDENT DOCUMEN	ITS - MANAGE TRI
NOTIFICATION				2024-06-04 12:58:36
Your dispute or trial referral or application referral has been uploaded.				
Please check that all the information and documentation submitted and upload	led is correct before sending it to the Respondent.			
Click on the DOCUMENTS button and then UPLOAD DOCUMENT tab should	you wish to upload addition additional documentation.			
If you wish to edit, remove or replace the information or documentation upload	ed click on the MANAGE TRIAL or MANAGE APPLIC	ATION or MANAGE DISPUTE		
button and proceed to make the necessary changes.				
Once you are happy with the changes made proceed to click on the SEND TR	IAL or SEND APPLICATION or SEND DISPUTE TO R	ESPONDENT button.		
Please note that once you click on the SEND TO RESPONDENT button you w	vill no longer be allowed to make any other changes with	hout the permission of either th	e	
registrar or the appointed Arbitrator.				
OURT-2024-06-ARB-00002-JU				
	DETAILS			
DURT-2024-06-ARB-00002-JU	DETAILS			
DURT-2024-06-ARB-00002-JU	DETAILS COURT-2024-06-ARB-00002-J	U		

8. The APPLICANT will then be taken to the CONFIRMATION page below to ensure that he is still happy with that which has been filed.



- 9. Once the APPLICANT clicks on the SEND TO RESPONDENT button the TRIAL will be sent to the RESPONDENT.
- 10. An onscreen system message as below will also provide said confirmation.

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Your Trial Documentation has been sent to the Respondent.				2024-06-04 12:59:33		
	ten been delivered in the Demonstrat			2024-06-04 12:59:33		
 The Notice and Statement of Dispute or Thai Referral or Application Referral in Once the Respondent files his response or confirmation the platform will forward 	ard a SMS and email to you.					
The Registrar will then proceed to appoint an Arbitrator.						
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11. The RESPONDENT will receive an email (as below) and a SMS informing them that the APPLICANT has filed the TRIAL.

