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# Adjudico

● EXPERT SERVICES ●

## Commencing an Adjudication in Ontario Following the System

The process for commencing an Adjudication is set out by Ontario Dispute Adjudication for Construction Contracts (“ODACC”) and is accessible at <https://odacc.ca/wp-content/uploads/2020/05/2.-Commencing-an-Adjudication.pdf> and requires the following steps:

1. Creating a notice of Adjudication by clicking “New Case”
2. Enter information of Claimant
3. Enter information of Representative, if any
4. Enter information of Respondent
5. Create Notice of Adjudication, specifically:
  - ✓ Brief description of the dispute
  - ✓ Dispute amount
  - ✓ Names of potential witnesses
  - ✓ Nature of remedy sought
  - ✓ Claimant’s suggested Adjudicator
  - ✓ Consent for confidentiality and paying retainer

COMMENCING AN  
ADJUDICATION ON ODACC’S  
CUSTOM SYSTEM

**ODACC**

Ontario Dispute Adjudication for Construction Contracts

The above enables the Case to be created and is followed by:

- a) A Notice being sent by email to Respondent
- b) The resending of the notice of Adjudication, if necessary
- c) The Respondent’s review and response to the notice electronically
- d) If the Respondent does not respond within 5 days of the Case being initiated, the Claimant can ask ODACC to proceed with the Adjudication
- e) ODACC will appoint an adjudicator within 7 days of receiving the request to proceed

Once the Case has been created, the Claimant can include representatives or provide access to the Project Managers or assistants etc. access to the documents filed on ODACC’s Custom System (if granting such access does not breach the Claimant’s confidentiality obligations).

The above is an outline summary and the specific requirements, including timelines, are as set out in the ODACC document entitled “COMMENCING AN ADJUDICATION ON ODACC’S CUSTOM SYSTEM”.

Also, ODACC provides “How to” videos on: Downloading the Response to Notice of Adjudication, How to Commence an Adjudication, Resending the Email with the Notice of Adjudication Link, and Communication Preferences

*Watch this space: Further Adjudication Awareness Bulletins will follow!*

Note: This Adjudication Awareness Bulletin is issued for informational purposes only and does not constitute legal advice. Further, Adjudico Inc. is not liable for reliance by any party in respect of any and all statements contained within this Adjudication Awareness Bulletin.

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