

Filing at Delhi International Arbitration Centre

Please note that DIAC does not accept filings over e-mail. The date of filing of hard copy will be taken as date of filing for all purposes and no request pertaining to this will be entertained. Parties are required to file hard copies of their pleadings, applications, documents, vakalatnama etc. at the Filing Section of DIAC.

- Every filing including letters, pleadings, applications, affidavits, documents etc. should **mention the DIAC case reference Number**.
- Parties are required to file **one complete set of pleadings, applications, affidavits etc. alongwith supporting documents** for the arbitral tribunal. However, in case of arbitral tribunal consisting of more than one arbitrator, parties are required to file one complete set for each arbitrator.
- Parties are also required to file one set of pleadings, applications, affidavits etc. without supporting documents for the records of DIAC. In addition to hard copy, parties are also required to file **Soft Copy** of the abovesaid documents. The abovesaid documents should be merged as a single PDF file and properly bookmarked. The soft copy can be filed in a CD or can be sent at the e-mail id of DIAC i.e. delhiarbitrationcentre@gmail.com
- An advance copy of the pleadings, applications, affidavits etc. together with their annexures and documents, if any, shall be served upon each opposite party. The party should file the **proof of delivery** i.e. Tracking Report (if delivered by Speed Post or Courier) or printout if served through E-mail.
- All copies to be signed one and duly paginated. Entire filing is to be on A-4 size paper and contents of pleadings, applications, affidavits etc. should be typed on both sides of the paper. All such pleadings, applications, affidavits etc. filed in DIAC shall be accompanied by an index containing their details and page numbers.
- In case the matter is under hearing, the parties should mention the **Next date of hearing** before the Tribunal.

- Non-compliant filings with above requirements will result in return with objections by the Filing Section of DIAC. The date of filing shall only be considered for the compliant filings.