



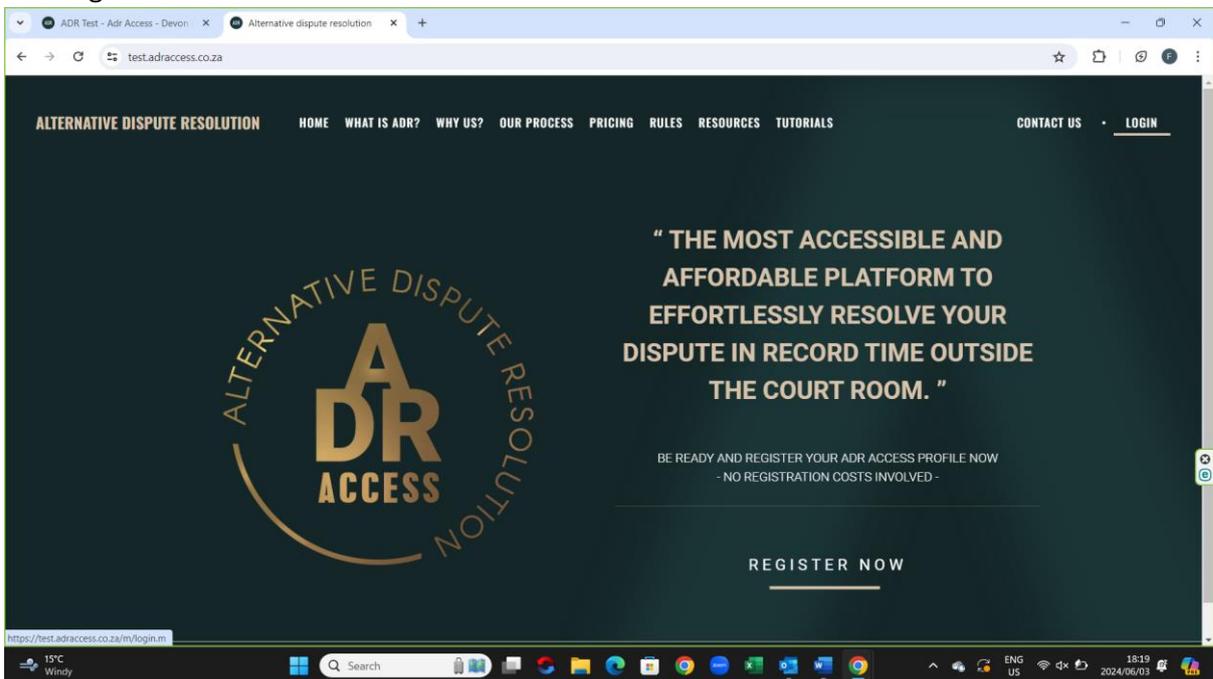
**Alternative Dispute Resolution System**

HOW TO REFER A COURT  
TRIAL

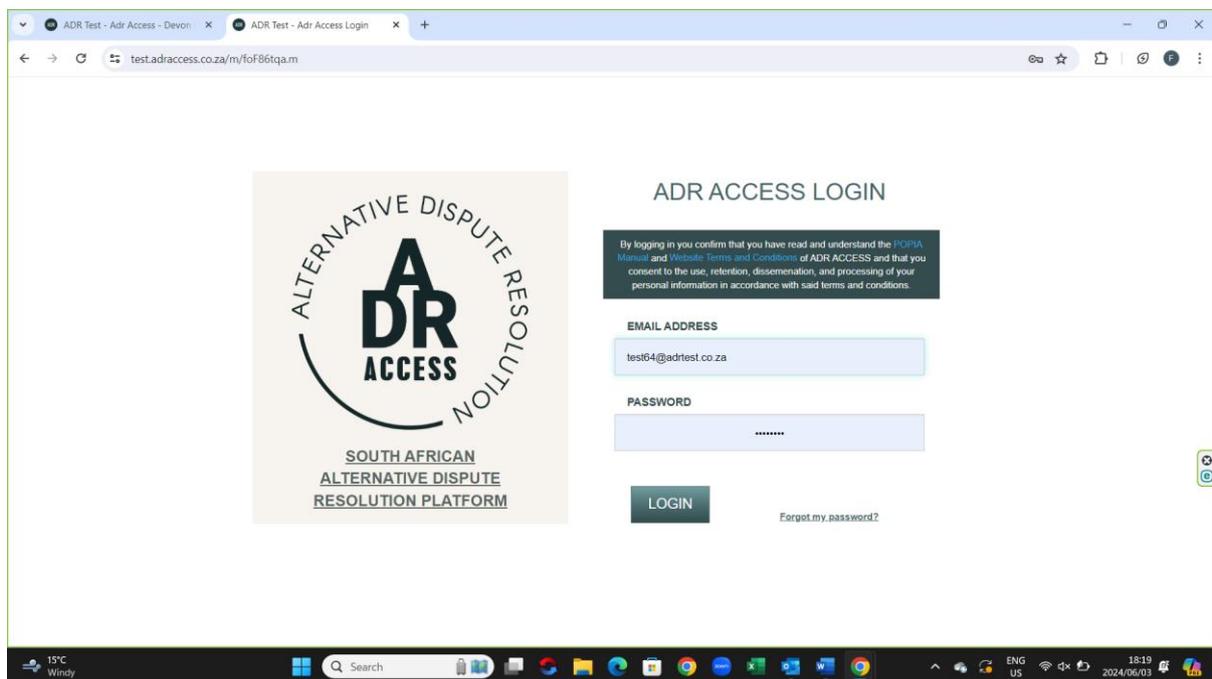
04 May 2024

## HOW TO REFER A COURT TRIAL

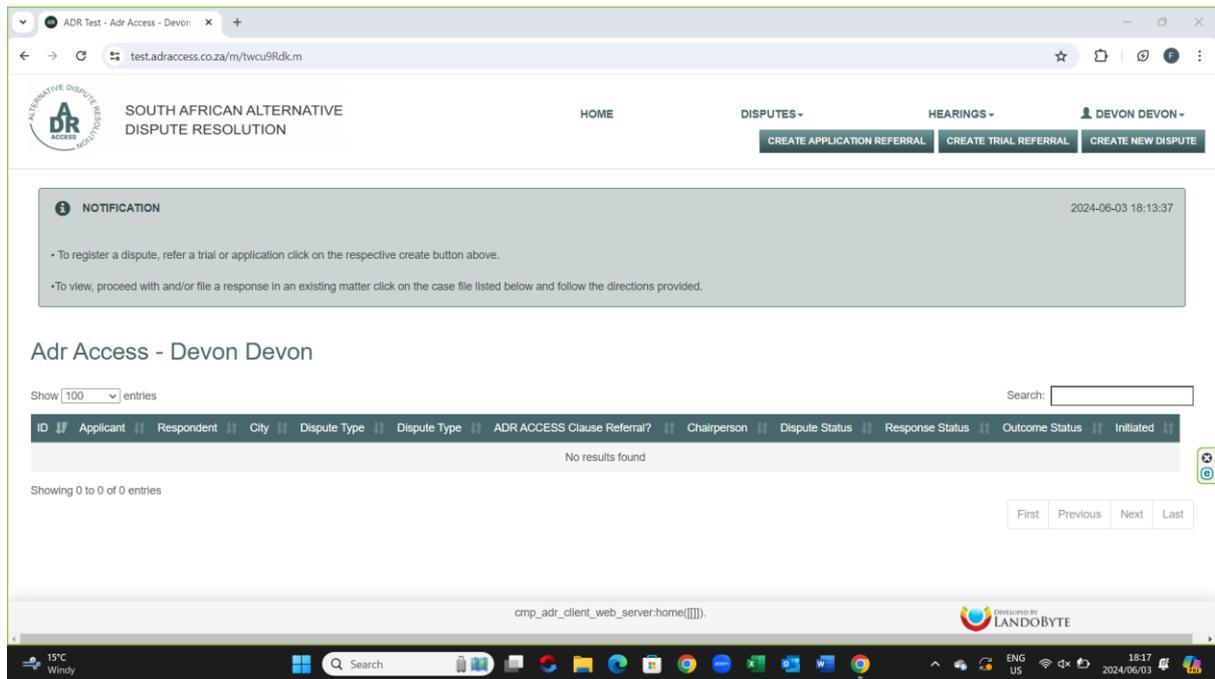
1. The user needs to log into their profile by proceeding to [www.adraccess.co.za](http://www.adraccess.co.za) and clicking on the LOG IN button.



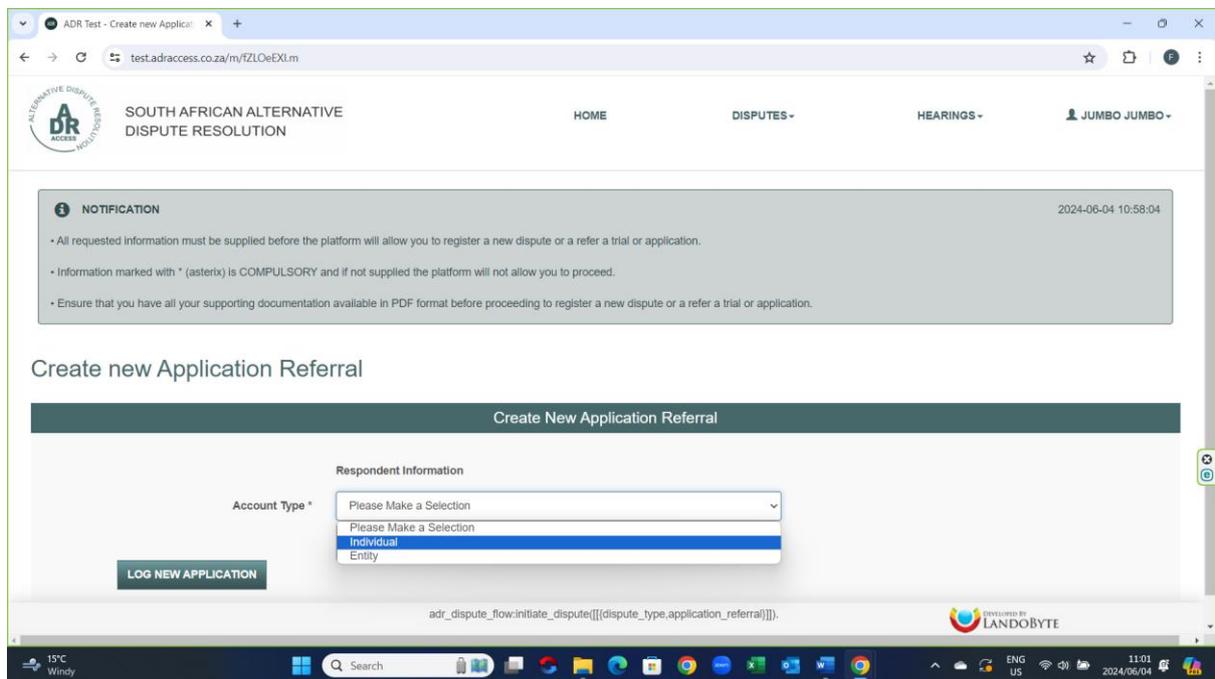
2. The user will then be taken to the LOG IN page where they will then provide their email address and password. Once completed they will then click on the LOGIN button below.



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.

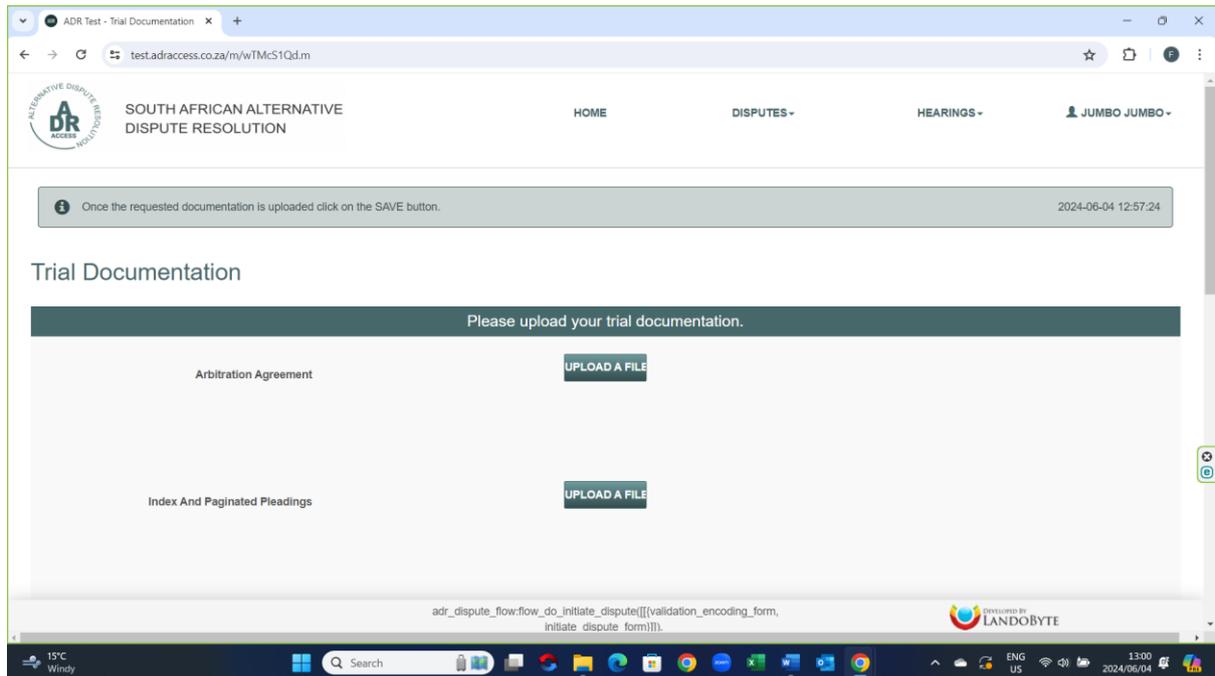


1. If the CREATE APPLICATION REFERRAL button is selected then the APPLICANT will be taken to a new screen where they will be requested to provide information relating to the counter party, the RESPONDENT.
2. Once completed the APPLICANT must click on the LOG NEW TRIAL button provided.
3. Imperative for the APPLICANT to make sure that he provides the correct email address and cellphone number of the RESPONDENT.

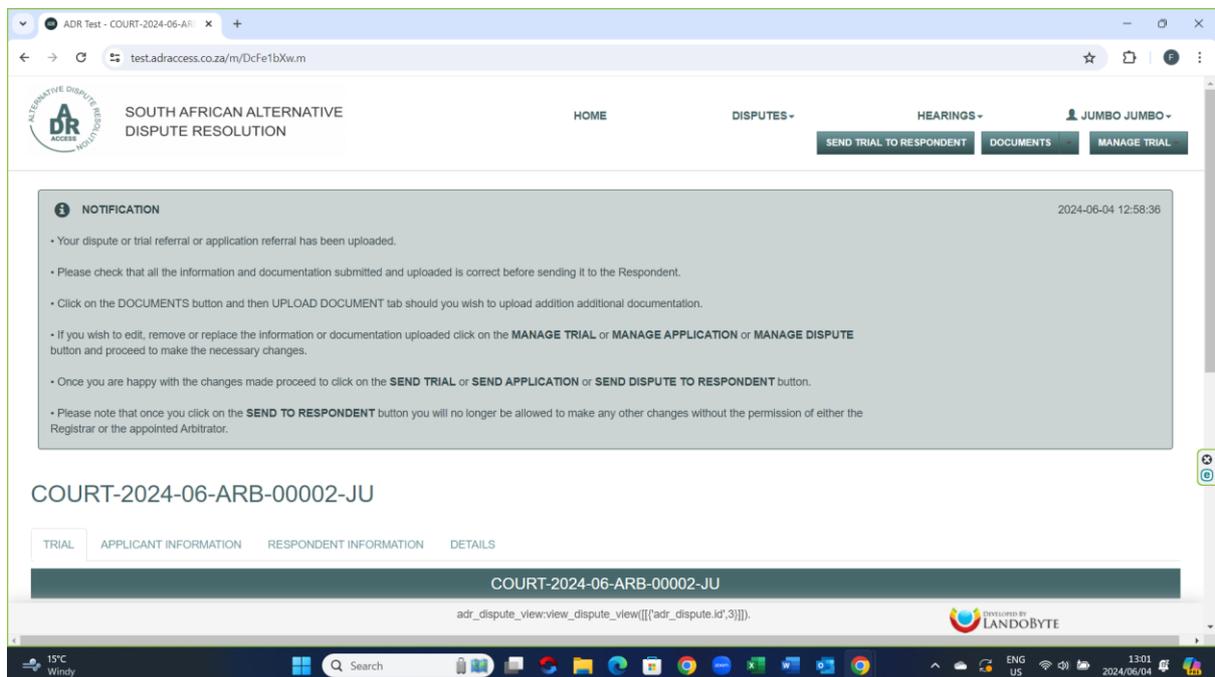


4. The APPLICANT will now be positioned to upload the requested TRIAL documentation requested.
5. It is imperative that the APPLICANT upload all the documentation requested in PDF format.

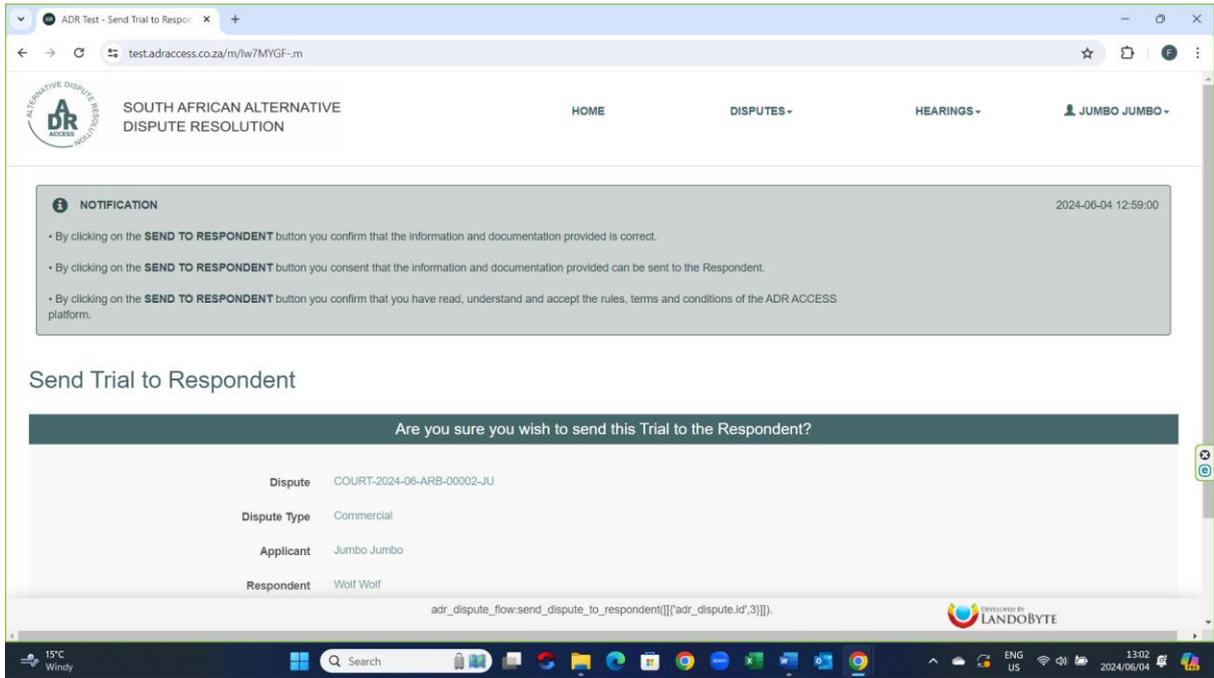
- Once the documentation is uploaded the APPLICANT must click on the SAVE button below to ensure all is captured on the system.



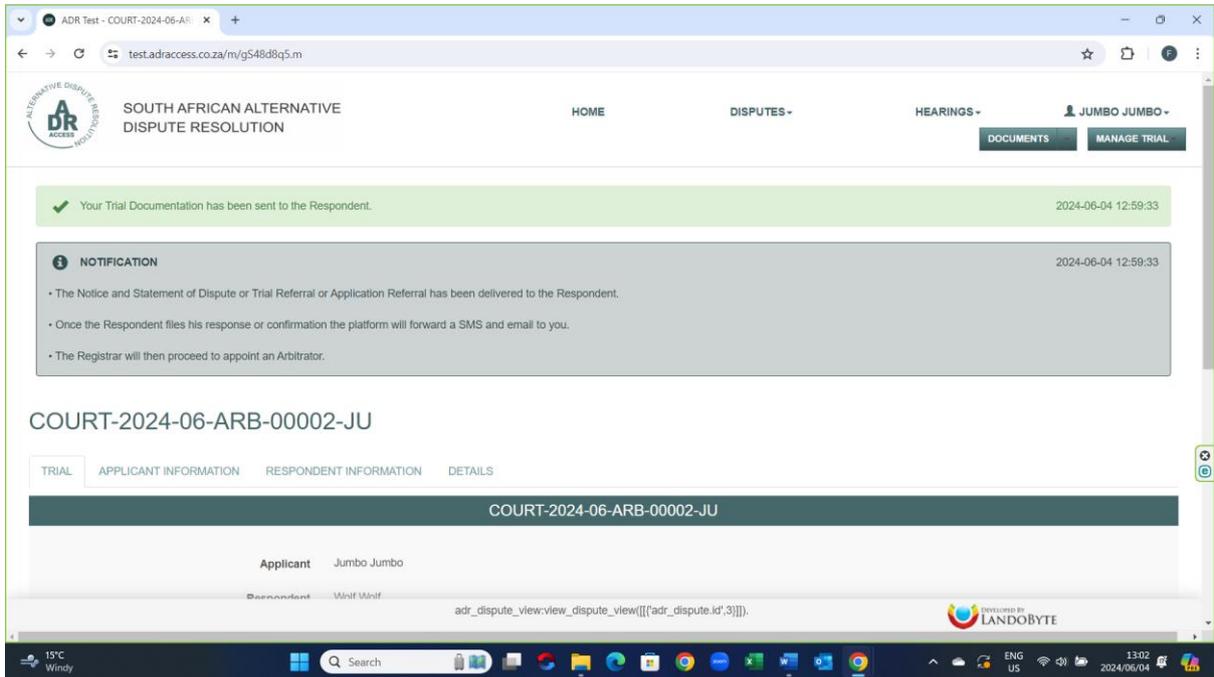
- Once the APPLICANT is happy with the documentation filed they can then click on the SEND TRIAL TO RESPONDENT BUTTON below.



- 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.



11. The RESPONDENT will receive an email (as below) and a SMS informing them that the APPLICANT has filed the TRIAL.

ADR Test - TRIAL: Send to Respondent - COURT-2024-06-ARB-00002-JU - Message (HT... Search

File Message Help ESET

Delete Archive Move Reply Reply All Forward All Apps Move to: Mark Unread Find Zoom

ADR Test - TRIAL: Send to Respondent - COURT-2024-06-ARB-00002-JU

ADR Test <system@landobyte.com>  
To Wolf Wolf Tue 2024/06/04 13:03

ADR Test - TRIAL: Send to Respondent - COURT-2024-06-ARB-00002-JU

Dear Wolf Wolf

1. In terms of your agreement with Junbo Junbo the trial will be referred to the ADR Test platform who will then appoint an arbitrator to resolve the dispute.
2. For the details of the dispute please sign up, create and log into your profile to view the dispute and supporting documentation.
3. You have 3 (three) working days to confirm and/or respond to the dispute filed.
4. To confirm and/o respond you will have to complete the sign up process and log into the ADR Test platform. Click on the link below and follow the instructions provided - [https://test.adraccess.co.za/dispute\\_response/TLbHdxpyk05kuQ29kcsAGPnfoXXYSUnAbNRL-POBu1HwDITzoN0ACTHrR:OvtEscGGshnBfakUjOul.Zuq8-hhmJQRp6eYagMBoORGd3YBaX-TRScI\\_0y2YPaylw9eTSSOIGttdb](https://test.adraccess.co.za/dispute_response/TLbHdxpyk05kuQ29kcsAGPnfoXXYSUnAbNRL-POBu1HwDITzoN0ACTHrR:OvtEscGGshnBfakUjOul.Zuq8-hhmJQRp6eYagMBoORGd3YBaX-TRScI_0y2YPaylw9eTSSOIGttdb).
5. To view the ADR Test Platform rules guiding the arbitration process please go to our website at <https://test.adraccess.co.za>, click on the navigation button RULES and then proceed to view the rules applicable to your dispute.
6. Forward any enquiries immediately to [support@adraccess.co.za](mailto:support@adraccess.co.za) and our Admin Team will assist upon receipt of said enquiry.

ADR Test Admin Team

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