



court of innovative  
arbitration

## Guidelines on Written Submissions

In force as of 1 July 2015

1. For ease of referencing, all written submissions (unless merely of a procedural nature such as requests for extension) shall bear **consecutive paragraph numbering** throughout the proceeding. For example, if the last paragraph number in a party's first submission is 50, the second submission shall start with paragraph number 51.
2. If a party seeks to rely on documentary evidence (including images or audio-visual material), such evidence shall be submitted together with the written submission making reference to it. **Documentary evidence** shall be numbered consecutively throughout the proceeding in the format "**C1**", "C2" etc. for Claimant and "**R1**", "R2" etc. for Respondent. With each filing, the respective party shall provide an **(updated) index of its documentary evidence** submitted.
3. The Parties shall provide copies of any **legal authorities** upon which they intend to rely. These shall be numbered consecutively throughout the proceeding using the abbreviations "**LC 1**", "LC 2" etc. for Claimant and "**LR 1**", "LR 2" etc. for Respondent. With each filing, the respective party shall provide an **(updated) index of its legal authorities** submitted.
4. If a party seeks to rely on (expert or fact) witness testimony, it shall submit a **written witness statement** for each witness as an exhibit to the submission in which that witness is offered. The witness statement shall contain the witness's testimony and shall indicate the name and contact details of the witness, his or her current and previous professional activities and his or her current or past professional or personal relationship with the parties (if any). With each filing, the respective party shall provide an **(updated) index of its witnesses**, if any.