## **Filing guidelines for the Petition**

*Read through this information prior to completing the petition form. This will increase the chances of completing the petition form correctly and your arguments and evidence being as comprehensive as possible.*

It is important that you complete all the requested information. The ADR is a proceeding that is only conducted in writing and the arguments and evidence that you present in your petition constitute the information upon which the arbitrator will base its decision.

**Check list!**

* Complete the information about the parties. You can find information about domain holders at <https://www.iis.se/english/domains/free/>. It is sufficient to complete the contact ID number if the domain holder is a private individual.
* Check the box indicating one or three arbitrators. If you want the petition to be decided by three arbitrators, select an arbitrator from the list at <http://www.wipo.int/amc/en/docs/panel-se.docx> and enter their name on the petition form.
* Check the box for an accelerated proceeding if you want your petition to be decided pursuant to this method and if the domain holder fails to respond to the petition.
* Enter your requested remedy (i.e. whether you want the domain name to be transferred to you or be deregistered).
* Enter the legal grounds and facts invoked in support of the petition. Describe the actions taken by you and the domain holder. It is important that you describe the circumstances in as much detail as possible since the argument that you present in your petition is what the arbitrator will take into consideration and base the decision upon.

To prevail in an ADR proceeding, all of the conditions below must be met:

* The domain name is identical or similar to a name in which you have rights that are legally binding in Sweden (such as a brand name or company name); and
* the domain name has been registered or used in bad faith; and
* the domain holder has no rights or justified interests in the domain name.

Examples of bad faith, rights or justified interests are available at the end of the Terms and Conditions of Registration applicable for the top-level domain .se (the “.se Policy”) <https://www.iis.se/docs/Registreringsvillkor_eng.pdf>.

* Enclose evidence. It is important that the petition includes information about the evidence being presented and what you intend to prove by presenting it. Examples of evidence may be a copy of the registration certificate from the Swedish Companies Registration Office or a copy of the trademark registration certificate, printed screen shots from the domain holder’s and your own website, as well as evidence of any communications with the domain holder.
* Make sure that the correct fee has been paid and that you have indicated the domain name(s) to which the payment pertains. Remember to pay the full fee in accordance with the “Arbitrators and costs” guidance available at <https://www.iis.se/english/dispute_resolution/for-se/arbitrators-and-costs/>, even if you want an accelerated proceeding if the domain holder fails to respond to the petition.
* Read the Instructions governing Alternative Dispute Resolution proceedings for domain names in the top-level domain .se (the “.se Rules”) <https://www.iis.se/docs/Procedural-rules.pdf> and the .se Policy <https://www.iis.se/docs/Registreringsvillkor_eng.pdf> and subsequently check the box if you accept.
* Read the IIS Integrity policy for the alternative dispute resolution proceedings <https://www.iis.se/docs/IIS-integrity-policy-for-ADR_eng.pdf> and subsequently check the box if you accept.
* Sign the petition and enter the date, location, title and your name in block letters.

Complete the [Model Petition](http://www.wipo.int/amc/en/docs/complaint-se.docx) for submission as an email attachment to [domain.disputes@wipo.int](domain.disputes%40wipo.int).

For queries, please call +41 (0)22 338 8247 or email [arbiter.mail@wipo.int](arbiter.mail%40wipo.int).