## **Filing guidelines for the Response**

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

It is important that you complete all the requested information. Remember that the matter will be decided even if you fail to respond to the petition. The ADR is a proceeding that is only conducted in writing and the arguments and evidence that you present in your response constitute the information upon which the arbitrator will base its decision.

Please note that no cost occurs on your part if someone has filed a petition against your domain name, except in cases in which the petitioner has elected to have the dispute decided by one arbitrator, whereas you have requested that it be decided by three arbitrators. If you wish to appoint a representative, you must cover this cost.

**Check list!**

 Complete the information about the parties.

 Select the number of arbitrators. You have two alternatives: You can accept that the petition is decided by one arbitrator, or, if the petitioner has elected to have the dispute decided by one arbitrator, you can request for it to be decided by three arbitrators. In this case, you select an arbitrator from the list and pay the fee listed. If the petitioner has elected to have the decision decided by three arbitrators, you must select one arbitrator from the list. The list of arbitrators is available at <http://www.wipo.int/amc/en/docs/panel-se.docx>. The schedule of fees is available at <https://www.iis.se/english/dispute_resolution/for-se/arbitrators-and-costs/>

 Enter your claim (i.e. whether you consent or object to the remedy requested by the petitioner).

 Enter the facts and legal grounds invoked to object the petition. Describe the actions taken by you and the petitioner. It is important that you address the arguments and evidence presented by the petitioner in its petition, and it is important that you provide information that is as detailed as possible since the argument presented in your response is what the arbitrator will take into consideration and base its decision upon. Examples of bad faith, right or justified interest 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 your response includes information about the evidence that is being presented and what you intend to prove by presenting it. Remember that the evidence presented in your response is what the arbitrator will take into consideration and base its decision upon. Examples of evidence can be printed screen shots from your website and evidence of any communication with the petitioner.

 Sign your response and enter the date, location, title and name in block letters.

Complete the [Model Response](http://www.wipo.int/amc/en/docs/response-se.docx) for submission as an email attachment to <domain.disputes@wipo.int>.

For queries, please call +41 (0)22 338 8247 or email <arbiter.mail@wipo.int>.