



UPLOADING SUPPORTING DOCUMENTS (RESPONDENTS)

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WWW.ODACC.CA support@odacc.ca





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DISCLAIMER: Please note that nothing in this document shall be considered as legal advice.
Parties to disputes are advised to consult a lawyer to clarify their legal rights.



1. Introduction

When the Adjudicator communicates the adjudication process to the Parties, the Adjudicator will specify the supporting documents (and number of pages) that each Party may submit to the Adjudicator for consideration. The Parties will then be able to upload their supporting documents on ODACC's Custom System. The Claimant, Respondent, Adjudicator, and all individuals who have access to the adjudication will be able to view the documents uploaded on the Documents screen. After a Party uploads a document, the other Party and the Adjudicator will receive an email advising them that a new document has been uploaded on ODACC's Custom System.



2. Claimant's Documents

2.1 Due Date for Claimant's Supporting Documents

The Claimant's supporting documents are due within five days of the appointment of the Adjudicator (s. 13.11 of the Construction Act). The Adjudicator will write a Determination within thirty days from the day the Claimant submits its documents (s.13.13(1) of the Construction Act).

After an Adjudicator consents to adjudicate, the Claimant and Respondent will receive a new notification and step to complete, as shown at Figure 1.

The notification will state, "The Claimant has five days to upload the documents on ODACC's Custom System. Please [click here](#) to upload documents." The link will take the Parties to the Documents tab.

The step to complete will state "Claimant to Upload Supporting Documents." This step will be marked as complete, once the Claimant uploads its supporting documents.

Figure 1: Notification and Step to Complete Indicating Due Date for Claimant's Supporting Documents

Dashboard

Case Notifications

Show Dismissed Notifications ☐

Mar 05, 2020

Dismiss

Adjudication Process Set

Case No. 88 - The Adjudicator has determined the adjudication process. Please [click here](#) to view the adjudication process and acknowledge receipt.

Mar 05, 2020

Dismiss

Claimant's Documents to be Uploaded Within Five Days

Case No. 88 - The Claimant has five days to upload its documents on ODACC's Custom System. Please [click here](#) to upload documents.

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Milestones

| Description | Date Completed |
|--|-----------------------|
| Notice of Adjudication Created | Mar 05, 2020 14:06 PM |
| Notice of Adjudication Received by Respondent (or Respondent's Representative) | Mar 05, 2020 14:07 PM |
| Response to Notice of Adjudication Created | Mar 05, 2020 14:57 PM |
| ODACC Asked to Appoint Adjudicator | Mar 05, 2020 14:57 PM |
| ODACC Invited an Adjudicator to the Adjudication | Mar 05, 2020 15:39 PM |
| The Adjudicator Consented to Adjudicate | Mar 05, 2020 15:53 PM |

Steps to Complete

| Description | Complete By | Date Completed |
|--|--------------|----------------|
| Adjudicator to Communicate Adjudication Fee to the Parties | Mar 10, 2020 | |
| Adjudicator to Communicate the Adjudication Process to the Parties | Mar 12, 2020 | Mar 05, 2020 |
| Parties to Agree on an Adjudicator | Mar 11, 2020 | |
| ODACC to Invite Adjudicator to Consent | Mar 16, 2020 | Mar 05, 2020 |
| Claimant to Upload Supporting Documents | Mar 12, 2020 | |

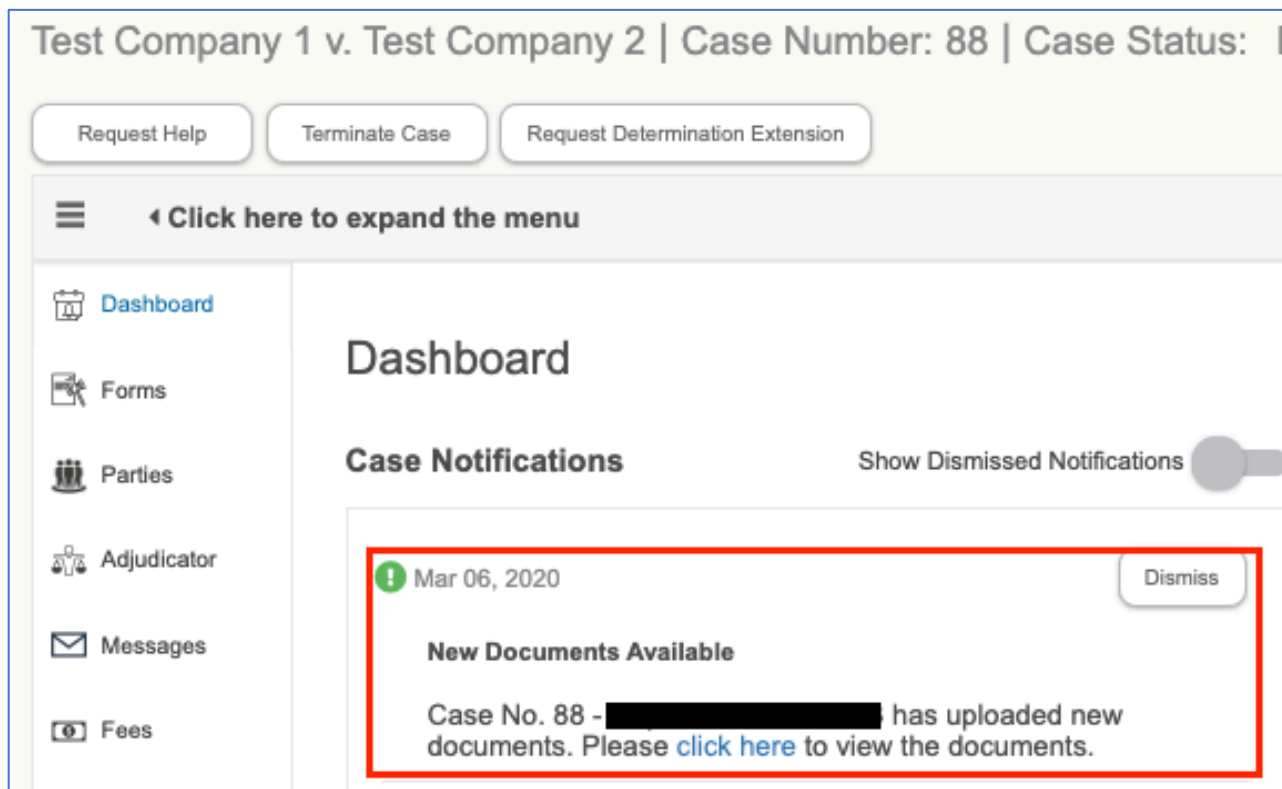
ADRC 20200504 – Supporting Documents (Respondents)

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2.2 Downloading the Claimant's Documents

After the Claimant uploads a document on ODACC's Custom System, the Respondent and the Adjudicator will receive an email from communications@odacc.ca with the subject line "ODACC Custom System Notification," directing them to log in to the system to review the new notification. On ODACC's Custom System, the Respondent will have a new notification stating, "[NAME] has uploaded new documents. Please click here to view the documents" (refer to Figure 2).

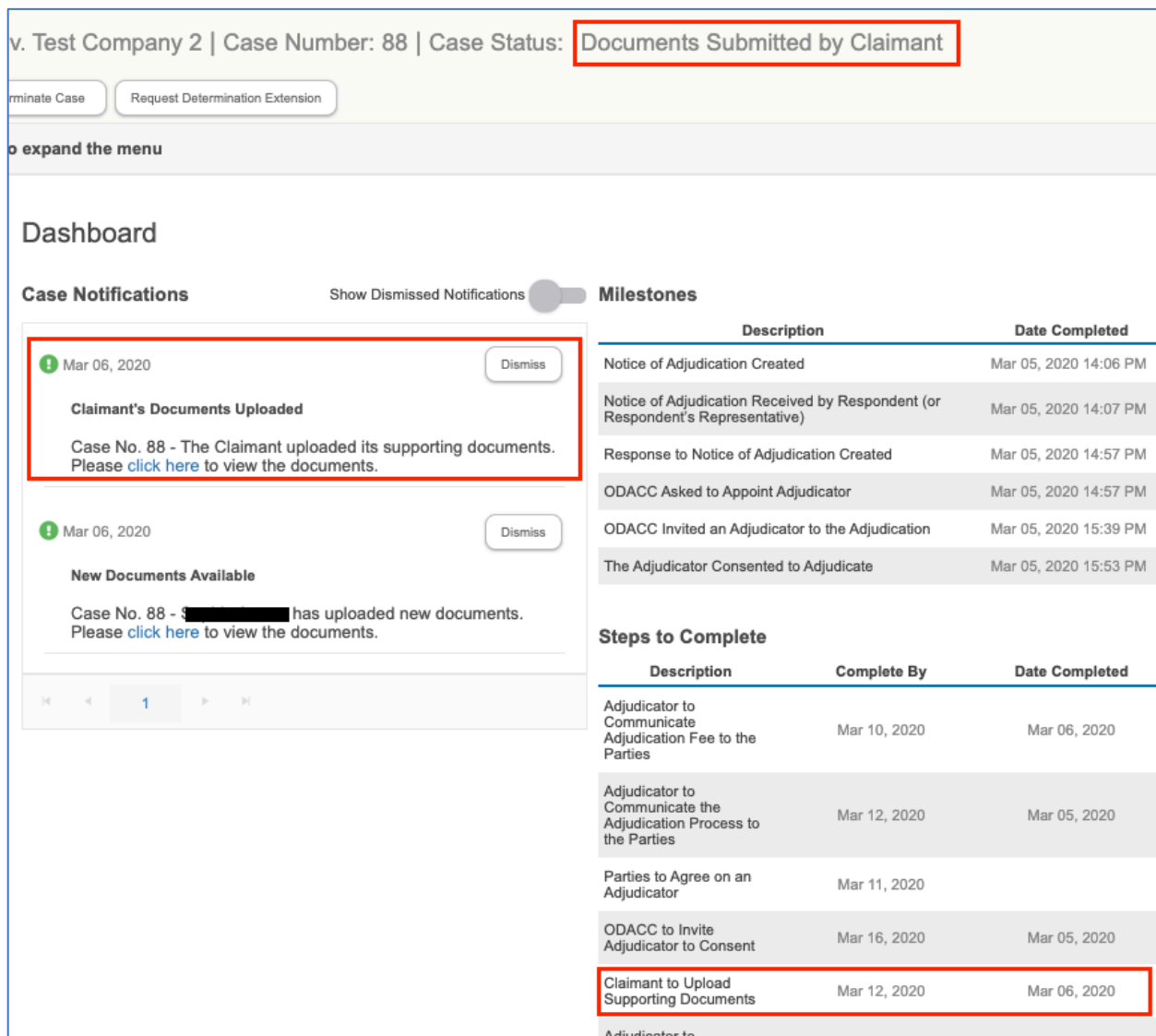
Figure 2: Notification After Document is Uploaded on System



If the Claimant uploaded all the supporting documents it intends to rely on during the adjudication, the Respondent will also see the following three updates on ODACC's Custom System (refer to Figure 3):

- a. a new case status, “Documents Submitted by Claimant”;
- b. an additional notification stating “The Claimant uploaded its supporting documents”; and
- c. a completion date for the step to complete, “Claimant to Upload Supporting Documents.”

Figure 3: Dashboard After Claimant Uploads its Supporting Documents



On the “Documents” tab, there is a chart that lists all the documents and the individual that uploaded the documents. To download a document, a user of ODACC’s Custom

System should open the Documents tab and click on the name of the document, as shown at Figure 4.

Figure 4: Documents Uploaded on Documents Tab

Case Information

Test Company 1 v. Test Company 2 | Case Number: 88 | Case Status: Documents Submitted by Claimant

Request Help

Terminate Case

Request Determination Extension

Click here to expand the menu

Dashboard

Forms

Parties

Adjudicator

Messages

Fees

Process

Documents

Financials

Add Documents

Selected ODACC Adjudication Process: ⓘ

1. Select Files.

Select Files

2. Upload Files.

Upload Files

Allowed file extensions are: ".jpg", ".jpeg", ".png", ".bmp", ".xls", ".xlsx", ".doc", ".docx", ".pdf" and ".txt"

Maximum file size is 20 Mb

| Name | Document Source | Upload Date ↓ | Uploaded By |
|---|-----------------|---------------|-------------|
| Claimant's Submissions - Case No. 88.docx | Claimant | Mar 06, 2020 | |

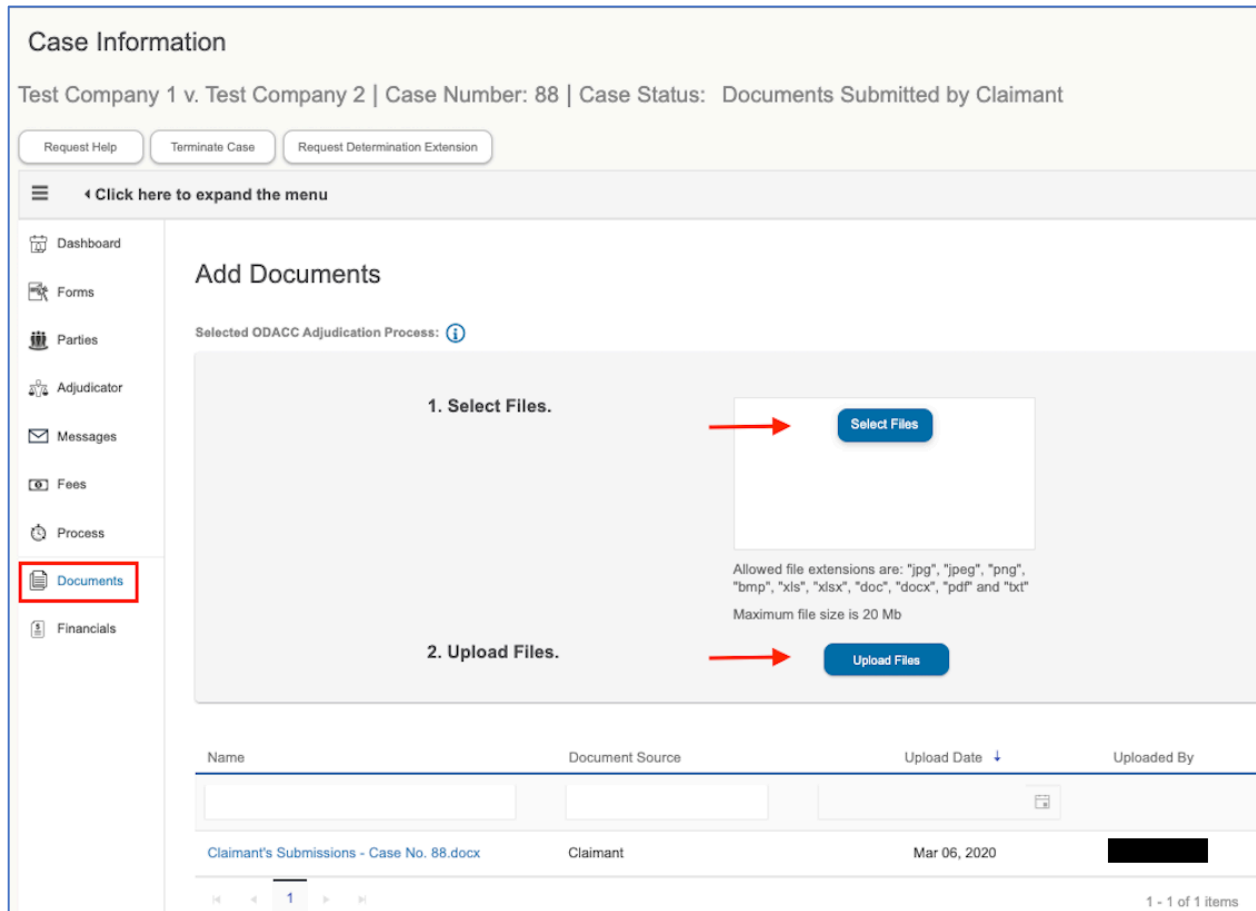
1

1 - 1 of 1 items

3. Uploading Supporting Documents

To upload a document, a Respondent should (a) open the Documents tab, (b) select the files to be uploaded, and (c) press the “Upload Files” button, as shown at Figure 5.

Figure 5: Respondents' Documents Tab



Case Information

Test Company 1 v. Test Company 2 | Case Number: 88 | Case Status: Documents Submitted by Claimant

Request Help | Terminate Case | Request Determination Extension

Click here to expand the menu

Dashboard
Forms
Parties
Adjudicator
Messages
Fees
Process
Documents
Financials

Add Documents

Selected ODACC Adjudication Process: 1

1. Select Files. [Select Files](#)

Allowed file extensions are: ".jpg", ".jpeg", ".png", ".bmp", ".xls", ".xlsx", ".doc", ".docx", ".pdf" and ".txt"

Maximum file size is 20 Mb

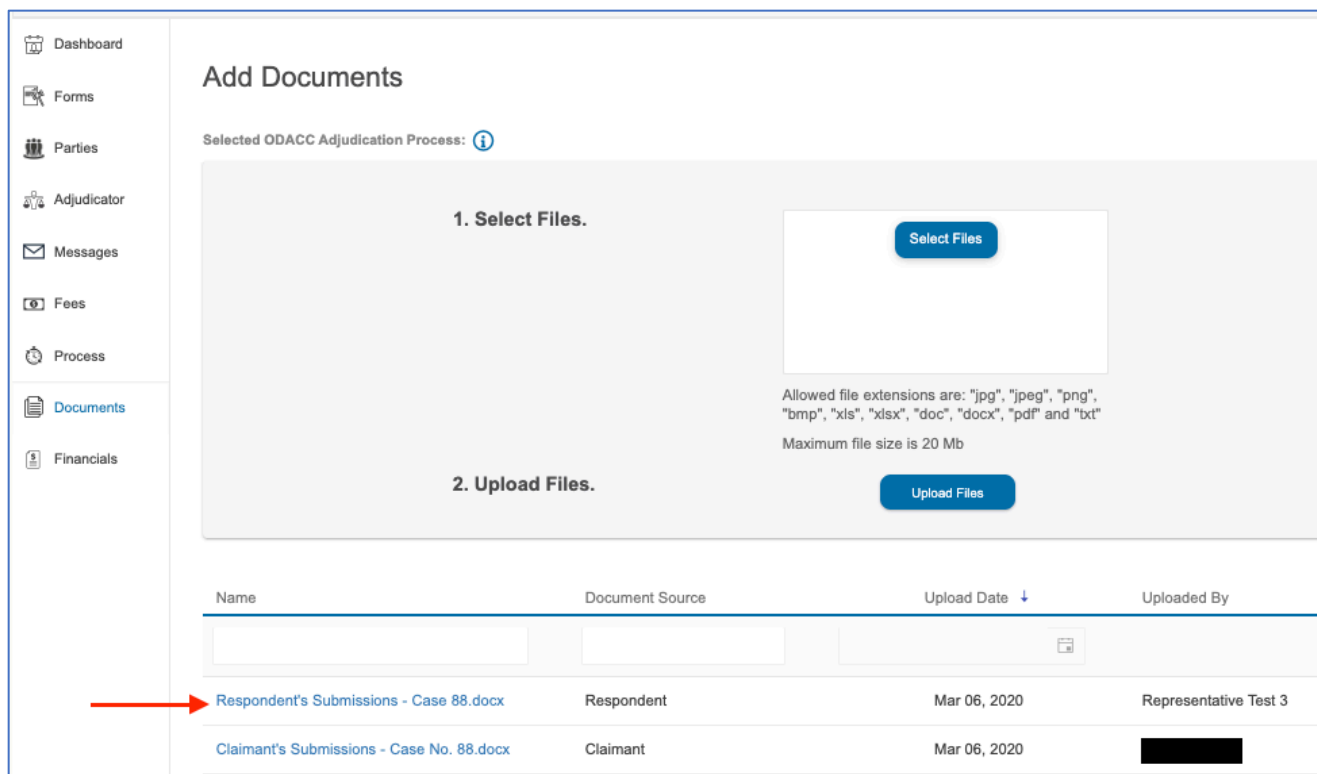
2. Upload Files. [Upload Files](#)

| Name | Document Source | Upload Date ↓ | Uploaded By |
|---|-----------------|---------------|-------------|
| Claimant's Submissions - Case No. 88.docx | Claimant | Mar 06, 2020 | |

1 - 1 of 1 items

After a document is uploaded on ODACC's Custom System, the document will be available at the bottom of the Documents tab, as shown at Figure 6. The Claimant and the Adjudicator will receive an email from communications@odacc.ca to notify them that a new document was uploaded on ODACC's Custom System.

Figure 6: Documents Tab After Respondent Uploads Document



| Name | Document Source | Upload Date ↓ | Uploaded By |
|---|-----------------|---------------|-----------------------|
| Respondent's Submissions - Case 88.docx | Respondent | Mar 06, 2020 | Representative Test 3 |
| Claimant's Submissions - Case No. 88.docx | Claimant | Mar 06, 2020 | [REDACTED] |

FAQ: When will documents be deemed to have been uploaded on ODACC's Custom System?

Where a document is uploaded on ODACC's Custom System between midnight and 3:59 pm (EST) on a business day, the document will be deemed to have been uploaded on that day. Where a document is uploaded on ODACC's Custom System between 4:00 p.m. and midnight (EST) or on a weekend or statutory holiday, it will be deemed to have been uploaded on the following business day.



Règlement des différends en matière de contrats de construction de l'Ontario

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FAQ; Can documents be deleted after they have been uploaded on ODACC's Custom System?

No. Documents cannot be deleted after they have been uploaded on ODACC's Custom System.