

UPLOADING SUPPORTING DOCUMENTS (CLAIMANTS)

Copyright @ ODACC

WWW.ODACC.CA support@odacc.ca



Ontario Dispute Adjudication for Construction Contracts

180 Duncan Mill Road, 4th Floor
Toronto, ON M3B 1Z6
Email: authority@odacc.ca
Tel: 416-307-0008 | Toll Free: 1-888-221-3721
Fax: 416-362-8825 | Toll Free Fax: 1-877-862-8825
www.odacc.ca

Table of Contents

1. Introduction	1
2. Claimant’s Supporting Documents Due Date	3
3. Uploading Supporting Documents	5
FAQ: When will documents be deemed to have been uploaded on ODACC’s Custom System?	8
FAQ; Can documents be deleted after they have been uploaded on ODACC’s Custom System?	8
4. Downloading the Respondent’s Documents	9

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.



Ontario Dispute Adjudication for Construction Contracts

180 Duncan Mill Road, 4th Floor
Toronto, ON M3B 1Z6
Email: authority@odacc.ca
Tel: 416-307-0008 | Toll Free: 1-888-221-3721
Fax: 416-362-8825 | Toll Free Fax: 1-877-862-8825
www.odacc.ca

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.



Ontario Dispute Adjudication for Construction Contracts

180 Duncan Mill Road, 4th Floor
Toronto, ON M3B 1Z6
Email: authority@odacc.ca
Tel: 416-307-0008 | Toll Free: 1-888-221-3721
Fax: 416-362-8825 | Toll Free Fax: 1-877-862-8825
www.odacc.ca

2. Due Date for Claimant’s Supporting Documents

The Claimant’s supporting documents are due within five days of the appointment of the Adjudicator. Section 13.11 of the [Construction Act](#), states:

13.11 No later than five days after an adjudicator agrees or is appointed to conduct the adjudication, the party who gave the notice of adjudication shall,

- (a) provide to the adjudicator a copy of the notice; and
- (b) provide to the adjudicator and to the other party a copy of the contract or subcontract and any documents the party intends to rely on during the adjudication.

After an Adjudicator consents to adjudicate, the Claimant 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.” And 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 for Claimant's Supporting Documents Due Date

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.

1

Description	Complete By	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
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	



Ontario Dispute Adjudication for Construction Contracts

180 Duncan Mill Road, 4th Floor
Toronto, ON M3B 1Z6
Email: authority@odacc.ca
Tel: 416-307-0008 | Toll Free: 1-888-221-3721
Fax: 416-362-8825 | Toll Free Fax: 1-877-862-8825
www.odacc.ca

3. Uploading Supporting Documents

Claimants (and Respondents) must upload their supporting documents through the “Documents” tab on ODACC’s Custom System. To upload a document, a Claimant should (a) Select the files to be uploaded and (b) Press the “Upload Files” button, as shown at Figure 2.

Once the Claimant has uploaded all the documents it intends to rely on during the adjudication, the Claimant should also complete a third step – pressing the “Notify the Adjudicator and the Other Party” button. After pressing this button, the thirty-day timeline will commence for the Adjudicator to render the Determination. The case status will also change to “Documents Submitted by Claimant” (refer to Figure 3).

If the Claimant uploads documents to ODACC’s Custom System that are not all the Claimant’s supporting documents, then the third step should not be completed.

Figure 2: Claimants' Documents Tab

☰
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

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

Maximum file size is 20 Mb

2. Upload Files

Upload Files

3. IMPORTANT: Notify the Adjudicator and the Other Party.

Once the Claimant has uploaded all the documents it intends to rely on during the adjudication, please press the "Notify Adjudicator and the other Party" button. After pressing this button, the Adjudicator and the Respondent will be notified that the Claimant's supporting documents were uploaded and the thirty day timeline for the Adjudicator to make a Determination will commence. DO NOT complete step three if other documents were uploaded to the system.

Notify the Adjudicator and the Other Party

Name	Document Source	Upload Date ↓	Uploaded By
No records available.			



Ontario Dispute Adjudication for Construction Contracts

180 Duncan Mill Road, 4th Floor
Toronto, ON M3B 1Z6
Email: authority@odacc.ca
Tel: 416-307-0008 | Toll Free: 1-888-221-3721
Fax: 416-362-8825 | Toll Free Fax: 1-877-862-8825
www.odacc.ca

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 3.

Figure 3: Claimant's Documents Uploaded on ODACC's Custom System

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

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

All the Parties 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.



Ontario Dispute Adjudication for Construction Contracts

180 Duncan Mill Road, 4th Floor
Toronto, ON M3B 1Z6
Email: authority@odacc.ca
Tel: 416-307-0008 | Toll Free: 1-888-221-3721
Fax: 416-362-8825 | Toll Free Fax: 1-877-862-8825
www.odacc.ca

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.

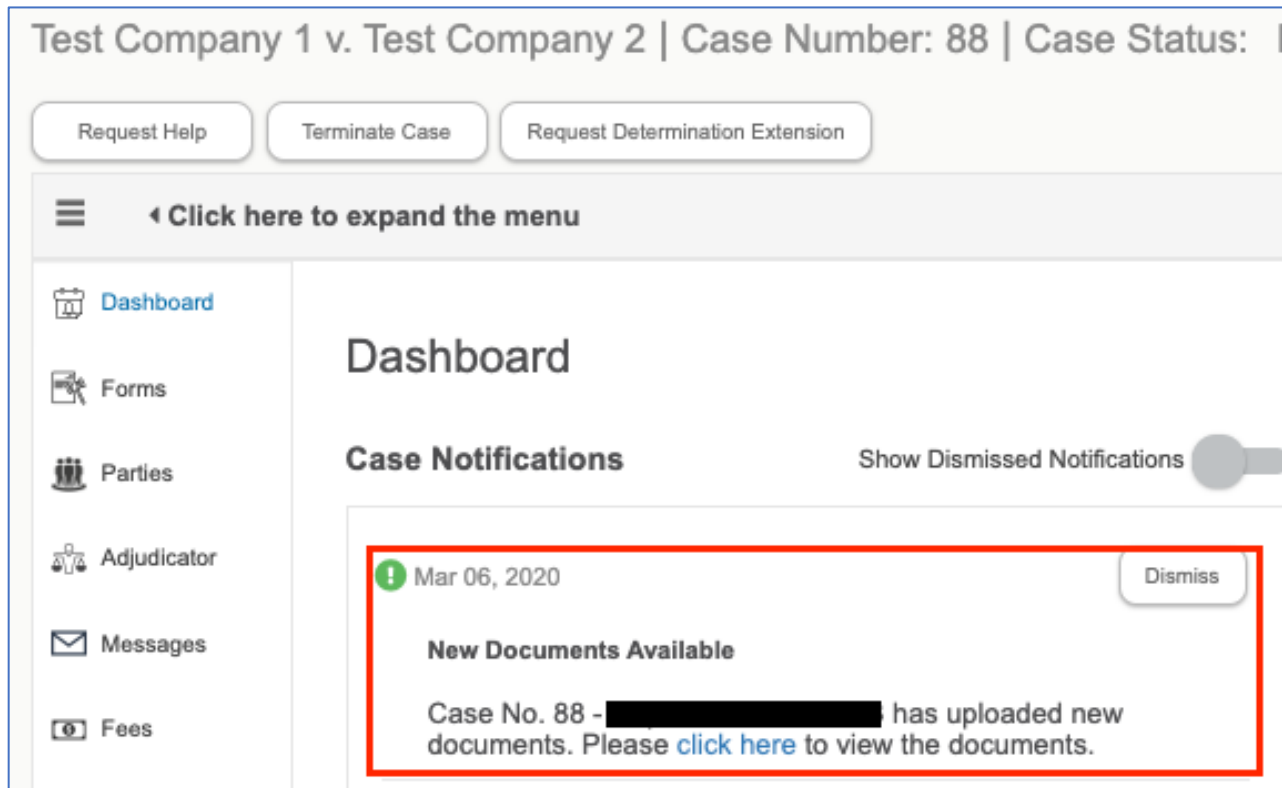
FAQ; Can documents be deleted after they have been uploaded on ODACC's Custom System?

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

4. Downloading the Respondent’s Documents

After the Respondent uploads documents on ODACC’s Custom System, the Claimant 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 Claimant will have a new notification stating, “[NAME] has uploaded new documents. Please click here to view the documents” (refer to Figure 4).

Figure 4: Notification After Document is Uploaded on System



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 5.

Figure 5: Documents Uploaded on Documents Tab

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]