

# Arbitration Intake (Kosovo)

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Resolve commercial disputes through arbitration. Fill this to prepare filings, schedule, and evidence.

## Three Baby Steps

- 1) Intake & assessment — Share facts, clause, and goals. We send a checklist and ETA.
  - 2) File & frame the case — Draft Notice/Response, define claims/defenses, map evidence & deadlines.
  - 3) Hearing, award & enforcement — Prepare bundles/witnesses, argue the case, and enforce in Kosovo if needed.
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## 1) Parties & Contacts

Claimant (name/company)			
Respondent (name/company)			
Contact person		Email	
Phone/WhatsApp		Representative / lawyer	

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## 2) Dispute Snapshot

Agreement & arbitration clause ref.			
Amount in dispute (EUR)		Governing law	
Nonpayment / late payment	Quality/defects / scope	Termination / penalties	
IP / confidentiality / data	Shareholder / governance	Other:	
Relief sought:	Money damages	Specific performance	Declaratory relief
	Interim measures / injunction		
Key deadlines / limitation:			
Short timeline of events:			

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## 3) Procedural Posture & Documents

Notice of Arbitration sent?	Yes	No	Date		Reference no.	
Contract + arbitration clause			POs / invoices / delivery notes			
Emails / letters / notices			Photos / logs / expert reports			
Prior orders/awards/court filings			Other:			

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## 4) Arbitration Preferences

Institution	ICC	LCIA	VIAC	Ad hoc
Other	<input type="text"/>		Rules	<input type="text"/>
Seat (city, country)	<input type="text"/>		Language	English Albanian Serbian
No. of arbitrators	Sole	Three	Arbitrator profile / conflicts (if any)	<input type="text"/>
Mediator/Arbitrator availability windows	<input type="text"/>			

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## 5) Hearing & Evidence

Mode	In <input type="checkbox"/> person	Video	Hybrid		
Witnesses planned?	Yes	No	Experts?	Yes	No
Evidence list / key exhibits:					
<input type="text"/>					
Interim/Provisional measures needed:	Asset freeze	Evidence preservation	Cease & desist		

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## 6) Deliverables Requested

Notice of Arbitration / Response	Statement of Claim / Defense
Redfern schedule / document production	Evidence & hearing bundles
Post <input type="checkbox"/> hearing briefs	Recognition / enforcement in Kosovo

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## 7) Reply Preferences & Consent

Preferred reply	Email	WhatsApp	Phone call
Urgency	ASAP	This week	1–2 weeks
Primary email	<input type="text"/>	CC emails	<input type="text"/>
Additional notes			
<input type="text"/>			

I agree to be contacted. This is general guidance, not legal advice.

*We'll confirm receipt, share a checklist, and propose next steps & timelines.*