



## **Initiating an Arbitration with DecisionLayer™**

Starting a case with DecisionLayer™ is designed to be a streamlined and intuitive process. Our platform guides you through each step, from providing your information to submitting your case materials. The goal is to make initiating a binding arbitration simple, so you can focus on the merits of your dispute.

### **Step-by-Step Guide**

**1. Create an Account (If You Don't Have One).** To begin, you will need a DecisionLayer™ account. If you're a new user, simply follow the sign-up prompts to create your profile. You can make a new account here: <https://decisionlayer.ai/register>

**2. Start a New Case.** Once you are logged in, navigate to your dashboard and click on the "New Case" button. Afterward, our guided case initiation flow will be launched. In this dispute, you will be the **Claimant**.

**3. Provide Your Information.** You will be prompted to provide your Know Your Customer (**KYC**) information. This is a critical step for verifying your identity. You will also need to provide the same information for the **Respondent**—the party you are bringing the claim against.

**4. Argue Your Case.** Provide your **argument and supporting materials**. You will be guided to clearly state your claim, provide a detailed narrative, and upload all relevant documents, evidence, and exhibits. You will also need to provide the contact information for the **Respondent** - the person you are suing. You will be charged the case initiation fee and you must submit your payment information before DecisionLayer will process the case.

### **Case Processing and Confirmation**

Once you have submitted your case, DecisionLayer will immediately begin its internal processes:

- **Identity Verification & Conflict Check:** DecisionLayer.ai will confirm your identity and the information provided. Concurrently, it will run a comprehensive conflicts check to ensure there are no conflicts of interest that could prevent it from acting as a neutral and disinterested arbitrator.
- **Case Analysis:** The AI will then analyze your case, cross-referencing your argument and supporting documents.

**Confirmation and Service:** Within a few days, you will receive an email confirmation. This email will either confirm that your case has been initiated or request more information. In some rare instances, a case may be rejected. Please see the DecisionLayer Arbitration Platform Rules for more information on what happens if a case is rejected.

**DecisionLayer is not a law firm, it is not your lawyer, and it will not offer you legal advice.**



If your case is accepted, we will "serve" the Respondent with formal notice of this arbitration on your behalf. Please note, however, that if a specific law or statute requires you to serve the Respondent by other means, you will be responsible for that service. DecisionLayer is **not** responsible for determining if there are rules or statutes that require specific forms of service. However, DecisionLayer may advise you if such rules exist.

### **Acknowledgements**

Before your case is officially submitted, you will be required to digitally sign a an affidavit and waiver, which requires you to:

- **Swear Under Penalty of Perjury** that all information and materials you have provided are true and accurate.
- **Acknowledge** that you are using an AI arbitrator.
- **Agree to abide by our Arbitral Rules.**
- **Waive objections** to our arbitral rules and **waive the right to challenge any decision** that we issue.

You can see the waiver at <https://decisionlayer.ai/acknowledgement>. By completing these steps, you are officially initiating your arbitration with DecisionLayer.ai, setting your dispute on a path to a swift and efficient resolution.

### **IMPORTANT!**

**If you fail to comply with any of DecisionLayer's rules or instructions, including the Arbitration Platform Rules at <https://www.decisionlayer.ai/rules> Terms of Service at <https://www.decisionlayer.ai/terms> and the Acceptable Use Policy at <https://www.decisionlayer.ai/AUP>, or if you include any falsehoods, fraud, deceptions or lies in the information you provide to DecisionLayer, DecisionLayer may void your case or enter default judgment against you. Further, misrepresentations or fraud in connection with any arbitration may result in civil or criminal penalties.**

Arbitration is serious - this is a legally binding lawsuit with all the weight and implications of a court case. Please treat this process with the utmost seriousness and attention to detail.

### **Additional Information**

**Disclaimers:** DecisionLayer does not guarantee any results. You should read our Terms of Service and Arbitration Platform Rules before initiating any cases.

**Our FAQ** is available here and an overview of the DecisionLayer arbitration process is available here.

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