TEXAS JUSTICE CENTER

BELLAIRE, TEXAS

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| [CLAIMANT’S FULL LEGAL NAME],  Claimant,  vs.  [RESPONDENT’S FULL LEGAL NAME],  Respondent. | §  §  §  §  §  §  §  §  §  §  § | ARBITRATION NO.  ARBITRAL TRIBUNAL CONSISTING OF: |

**STATEMENT OF CLAIM**

TO THE TEXAS JUSTICE CENTER (“TJC”) AND THE ABOVE-NAMED RESPONDENT:

Please take notice that this Statement of Claim constitutes a notice of and demand for arbitration pursuant to Rule 3 of the Arbitration Rules of the Texas Justice Center (“Rules”).

RESPONDENT: A demand for arbitration has been made upon you. Please refer to the TJC’s Rules, which can be found at [www.tjdadr.com](http://www.tjdadr.com). Please note you have twenty-one (21) days to respond or to object to the jurisdiction of this arbitration, according to the Rules.

**I. Parties**

1. The Claimant’s full legal name and address (or address of its representative) is:
2. The Claimant’s email address, or the email address of its representative is: . Claimant consents to notice and service via email.
3. The Respondent’s full legal name is
4. Claimant represents that to the best of its knowledge, after reasonable due diligence, the last known address, and address most likely to reach Respondent is:
5. Respondent’s email address, or the email address of its representative is:

**II. Jurisdiction**

1. The TJC and the arbitration tribunal have jurisdiction because the parties have agreed in writing to arbitrate at the TJC. A true and correct copy of this agreement in writing is attached to this Statement of Claim.
2. The agreement to arbitrate at the TJC is dated .

**III. The Dispute**

1. If this dispute arises out of a contract, Claimant has attached a true and correct copy of the contract to this Statement of Claim.
2. Claimant incorporates by reference additional documents which Claimant is attaching to this Statement of Claim, which Claimant alleges are material to this dispute and/or constitute evidence of its claim.
3. Claimant is entitled to damages because:

**IV. Remedy Requested**

1. Claimant asks the arbitration tribunal to award the following:

**Total Dollar amount of claim**:

**V. Arbitrators and Language**

1. Claimant requests [one (1) / three (3)] arbitrators. [If more than one arbitrator] Claimant proposes that , with an address of and an email address of , act as arbitrator.
2. Claimant proposes the following language for the arbitration .

WHEREFORE, premises considered, Claimant demands arbitration and requests that the arbitration tribunal grant Claimant the relief so requested in a final award against Respondent.

Respectfully submitted this day of , 20 .

Print Name:

Title:

Address:

Phone:

Email:

**Instructions**

DISCLAIMER: These instructions are not legal advice and cannot be relied upon without consulting a lawyer. The TJC cannot and will not explain these instructions or provide any help or assistance to any party to arbitration.

**Attach a copy of the agreement to arbitrate. If the agreement is in email or text message, they must be extracted and attached as PDFs. Images, screenshots, or other formats are not accepted.**

**I. Parties**. Identify the correct, full, legal name of the Claimant. Provide an email that Claimant or its representative will be responsible for regularly checking, including the spam or filtered folders. It is the Claimant’s responsibility for checking email, and may be penalized for failing to check and respond to emails.

**II. Jurisdiction**. In order to arbitrate your dispute at the TJC, the TJC needs legal authority. This exists either in an agreement in writing between the parties, or by order of a court. If there is no agreement to arbitrate, but an order of a court, please attach a true and correct copy of the order to this document.

**III. The Dispute**. Describe the dispute succinctly. Omit personal attacks or non-relevant facts. Omit unnecessary narratives, anecdotes, or editorial. Attach as PDFs any additional documents which support your claim or that you believe will aid the arbitration tribunal in resolving the dispute. Attach only complete documents and do not in any way alter, edit, or modify them (although making a PDF searchable or recognizing text is acceptable).

**IV. Remedy Requested**. Describe what you would like the arbitration tribunal to award. If you want an interim measure of protection, consult Rule 25 of the **Rules**. If you want a money award, **you must** indicate how much money you believe you are entitled to as a result of the dispute. Failure to specify a dollar amount of the claim will result in your Statement of Claim being rejected for filing. Please consult Rule 30 of the **Rules**.

**V. Arbitrator and Language**. Indicate whether you are requesting one (1) or three (3) arbitrators. If you are asking for three (3) arbitrators, you must nominate one of the three arbitrators. A list of TJC arbitrators can be found here: **TJC Arbitrators**. Indicate which language in which you would request the proceedings to be held. NOTE: TJC is not obligated to provide translators, and only corresponds in English. No promise is made that a language accommodation will be made.