

### **Three Additions to Notices of Arbitration**

The contents of a Notice of Arbitration (or Response to the Notice) are usually prescribed by the arbitration rules. But there are three things that I include in a Notice or Response, apart from the prescribed contents.

These are:

- A table of contents. This gives the reader an overview of the structure of the Notice. When describing the dispute itself, I use multi-level headings to give a picture from how the relationship between the parties was formed, up to how the dispute arose.
- A definition of terms and a cast of characters. This saves me the hassle of abbreviating terms and explaining who's who throughout the Notice. It also gives readers a one-stop page that they can scroll back to if they get lost in the narrative.
- Hyperlinks. I hyperlink the headings in the table of contents to the portion of the Notice that explains it. I also hyperlink (where possible) the text that refers to the various documents annexed to the Notice (whether it is the documents containing the arbitration agreement, or the documents giving rise to the dispute, etc.) to the documents themselves.

The aim of the additions is to enhance the readability of the Notice, as a piece of written advocacy. This is given that it is the first document that an arbitrator will read on the case.