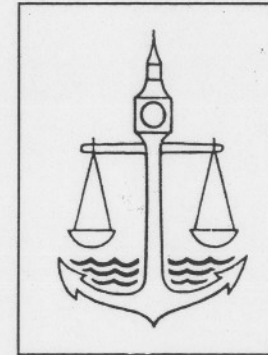


THE LONDON MARITIME ARBITRATORS ASSOCIATION



**THE L.M.A.A. SMALL CLAIMS  
PROCEDURE  
and COMMENTARY**

(Revised 1st January 1994)

## THE L.M.A.A. SMALL CLAIMS PROCEDURE

### 1. INTRODUCTION

These provisions shall be known as the L.M.A.A. Small Claims Procedure ("the Small Claims Procedure").

### 2. APPOINTMENT OF ARBITRATOR

- (a) If a dispute has arisen and the parties have agreed that it should be referred to arbitration under the Small Claims Procedure, then, unless a sole arbitrator has already been agreed on, either party may start the arbitration by giving notice to the other requiring him to join in appointing a sole arbitrator. If within fourteen days the parties have agreed on a sole arbitrator and the intended arbitrator has accepted the appointment, the Claimant shall within a further fourteen days send to the Respondent (with copies to the arbitrator) a letter of claim accompanied by copies of all relevant documents and shall further send to the arbitrator a remittance in his favour for the small claims fee as defined in para 3(b).
- (b) If the parties have not within fourteen days agreed on a sole arbitrator, either party may apply in writing to the Honorary Secretary, London Maritime Arbitrators Association for the appointment of a sole arbitrator by the President. Such application shall be copied to the other party and shall be accompanied by a copy of the letter of claim together with copies of all relevant documents and a remittance for the said small claims fee plus £100 plus VAT where applicable in favour of the L.M.A.A. The President, having considered the nature of the dispute, shall appoint an appropriate arbitrator and shall give notice to the parties. The L.M.A.A. shall send to the arbitrator the letter of claim and the documents together with the said small claims fee, and shall retain the balance in respect of administrative expenses.

### 3. THE ARBITRATOR'S FEE

- (a) The fixed fee includes the appointment fee, interlocutories, a hearing not exceeding one day (if required by the arbitrator pursuant to para 5(g)), the writing of the Award and the assessment of costs (if any). It does not include expenses, such as the hire of an arbitration room, which shall in the first instance be paid by the Claimant on demand.
- (b) The small claims fee shall be £750 (plus VAT where applicable) or such standard fee as shall be fixed from time to time by the Committee of the LMAA.

- (c) If the case is settled amicably before an award has been written, the arbitrator may retain out of the small claims fee a sum sufficient to compensate him for services thus far rendered and any balance shall be repaid.

### 4. RIGHT OF APPEAL EXCLUDED

The right of appeal to the Courts is excluded, and, immediately following the appointment of the arbitrator, each party shall send to the arbitrator a letter confirming that such right of appeal is excluded.

### 5. PROCEDURE

- (a) A letter of defence and details of counterclaim (if any) accompanied in each case by copies of all relevant documents including any experts' reports shall be delivered to the Claimant within twenty-eight days from the receipt of the letter of claim or from the date of the appointment of the arbitrator, whichever shall be the later.
- (b) Letter of reply and defence to counterclaim (if any) within a further twenty-one days.
- (c) Where there is a counterclaim, letter of reply to defence to counterclaim within a further fourteen days.
- (d) No extension to the above time limits will be granted unless application is made before expiry of the existing time limit. Any extensions granted shall not in total exceed twenty eight days.
- (e) If a party fails to communicate to the arbitrator its letter of defence, letter of reply and defence to counterclaim, or letter of reply to defence to counterclaim within the time limits set out above or set by an extension of time granted by the arbitrator, the arbitrator shall on application by the other party notify the defaulting party that unless the outstanding communication is received within fourteen days he will proceed to the award on the basis of the submissions and documents before him to the exclusion of all others. Any pleading submitted by a defaulting party subsequent to expiry of such extended time limit shall not be admissible.
- (f) Copies of all the above letters and documents shall be sent to the arbitrator and to the other party, or if the other party is acting through a solicitor or representative, to that solicitor or representative.
- (g) There shall be no hearing unless, in exceptional circumstances, the arbitrator requires this.
- (h) In the case of an oral hearing the arbitrator shall have power to allocate the time available (which shall be limited to one working day) between the parties in such manner that each party has an equal opportunity in which to present his case.
- (i) All communications or notifications under this procedure may be by letter, telex or telefax.

## 6. DISCLOSURE OF DOCUMENTS

- (a) There shall be no Discovery, but, if in the opinion of the arbitrator a party has failed to produce any relevant document(s), he may order the production of such document(s) and may indicate to the party to whom the order is directed that, if without adequate explanation he fails to produce the document(s), the arbitrator may proceed on the assumption that the contents of that document(s) do not favour that party's case.
- (b) The expression "relevant documents" includes all documents relevant to the dispute, whether or not favourable to the party holding them. It includes witness statements, expert's reports and the like on which he intends to rely, but does not include documents which are not legally disclosable.

## 7. THE AWARD

The Award will be made within one month, in a documents only case, from the date when the arbitrator has received all relevant documents and submissions, or, where there is an oral hearing, from the close of the hearing.

## 8. COSTS

The arbitrator may give directions with regard to the ultimate responsibility for his fee and expenses and with regard to legal costs and may assess such costs. Such assessment shall be on a commercial basis and unless the parties otherwise agree the amount which one party may be ordered to pay to the other in respect of legal costs shall not exceed £1,250, but in small cases the arbitrator may in his discretion limit such amount to £625, or such other standard maximum/minimum figures as shall be fixed from time to time by the committee of the LMAA.

## 9. GENERAL

The arbitrator may in exceptional cases depart from or vary the above provisions at his entire discretion.

## COMMENTARY ON THE L.M.A.A. SMALL CLAIMS PROCEDURE

The Small Claims Procedure has been introduced to provide a simplified, quick and inexpensive procedure for the resolution of small claims. It is supplementary to the Documents Only procedure contained in the Third Schedule to the L.M.A.A. Terms 1994.

It is suggested that it should be used where neither the claim nor any counterclaim exceeds the sum of \$50,000. It is not suitable for use where there are complex issues or where there is likely to be examination of witnesses. On the other hand, the Procedure may be suitable for handling larger claims where there is a single issue at stake.

Attention is drawn to the following features:

### 1. REFERENCE TO A SOLE ARBITRATOR

This will provide a saving both in time and expense. It is expected and hoped that in most cases the parties will be able to agree on the sole arbitrator. Where they cannot agree, application may be made to the L.M.A.A., and the President will then make the appointment. There will be a charge of £100 to cover the administrative expenses.

### 2. ARBITRATOR TO RECEIVE A FIXED FEE

So that the parties know where they stand at an early stage, it is provided that the arbitrator will receive a fixed fee of £750. Members of the L.M.A.A. have agreed to do this as a service to the industry, though it will be appreciated that, having regard to current rates of remuneration, it may in many cases involve some financial sacrifice. Any expenses must be paid in addition.

### 3. INFORMAL PROCEDURE

There will be no formal pleadings and no discovery as such. Each party will be informed of the case against him by a simple exchange of letters accompanied by copies of all relevant documents, including witness statements. A strict but reasonable timetable is imposed, and, if a party fails to comply with a final time limit set by the arbitrator, the arbitrator will proceed to his award on the basis of the documents already received.

There is substituted for discovery (a procedure frequently used to gain time) an obligation on the parties to disclose all relevant documents with their letters of claim or defence. Should a party fail in this obligation, the arbitrator is given power to order production of any missing documents and to give warning to that party that, if he fails to produce them without adequate explanation, the arbitrator may proceed on the basis that those documents do not favour that party's case.

#### **4. LEGAL REPRESENTATION**

The use of lawyers is not excluded, but it is thought that in many cases they will not be necessary. But it should be borne in mind that advice from a lawyer can often indicate to a party the strength or weakness of his case and can assist in reaching an amicable settlement; also, if settlement cannot be reached, the case may be presented by a lawyer in a more orderly and concise manner.

#### **5. THE COSTS**

The power of an arbitrator to award costs has been retained as an important feature of London arbitration. It operates to deter spurious claims or defences and may assist in promoting an amicable settlement. The arbitrator is given power to tax or assess legal costs, but on a commercial and strict basis. The amount recoverable will be limited to £1,250, or in small cases £625, or such other sums as may be fixed by the Committee of the L.M.A.A.

#### **6. THE AWARD**

The arbitrator will normally make his Award within one month from the date on which he has received all the papers.

#### **7. EXCLUSION OF APPEAL**

To ensure that the dispute is brought to a conclusion without delay or additional costs the right of appeal to the Courts is excluded. By way of confirmation, each party is required, immediately after the appointment of the arbitrator, to write to him confirming that the right of appeal is excluded.

#### **8. DISCRETION**

It is expected that in the great majority of cases the strict timetable and provisions of the Procedure will be observed and enforced, but in exceptional cases there is discretion for the arbitrator to vary or depart from them.