

How to file a Request for Expert Determination

July, 2026

Please note:

Please note that this guide **is subject to change** over the coming weeks as ongoing developments are still running on the CCMS.

However, this guide will enable you to understand how to navigate and manage your cases within the CCMS in its current state.

We thank you for your understanding.

How to file a Request for Expert Determination

First steps

Please note that in accordance with Article 3 of the PMAC Expert Determination Rules, the parties **may agree** that the Request, notices, or other communications under the PMAC Rules of Expert Determination shall be **lodged and delivered using the CCMS**.

The parties are invited to use the forms on our website ([PMAC Forms](#)).

In the forms, there is a checkbox to be ticked, should the parties agree that all documents, notices and other communications under the PMAC Rules of Expert Determination shall be lodged and delivered using the CCMS.

If there is no agreement between the parties, a Request for Proceedings in accordance with Article 7 of the PMAC Expert Determination Rules shall be delivered by the Applicant(s) according to the methods provided for in Regulation (EU) 2020/1784 or other methods of written or electronic communication agreed upon by the parties, including email and/or delivery via the CCMS. All electronic communications that take place outside of the CCMS shall be made to the last valid electronic address of a party or its representative, as notified by the party or parties concerned.

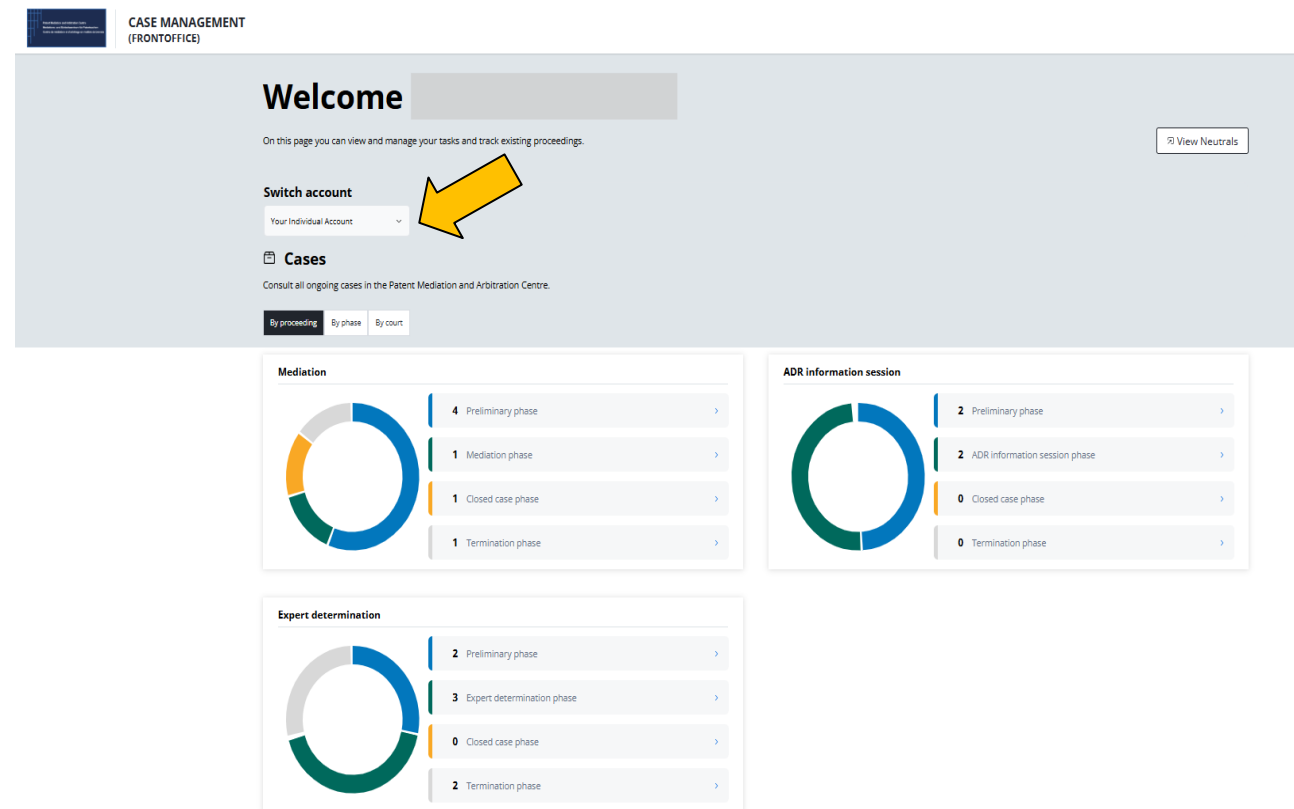
How to file a Request for Expert Determination

First steps

Your "Portfolio" (<https://cms.pmac-upc.org/portfolio>) is the best starting point to lodge your submission.

Make sure that you use the desired account (e.g. desired organisational account). You can switch your account if needed (see yellow arrow).

For details on how to create and manage an organisation, please see the presentation “How to create an organisation”.



How to file a Request for Expert Determination

First steps

After having clicked “Expert Determination” in your Portfolio, you will see an overview of all Expert Determination Proceedings that you have started so far.

Click on the blue “Start new case” button to begin.

Cases

This is your portfolio of cases. You can manage all your cases and filings.

[Start new case](#) [Request access to case](#)

Cases (7)

[Delete](#) [Change](#)

	Case number	Patent number(s)	Latest activity	Modified at	Phase	Status
☐	Filter...	Filter...	dd-MM-yyyy	dd-MM-yyyy	Filter...	Filter...
☐	PMAC-ED-0000047/2026	EP1234567	-	19-06-2026	Expert determinati...	Expert determination phase in pro...

CASE MANAGEMENT (FRONTOFFICE)

Mediation
ADR Information sessi...
Expert determination

Welcome

On this page you can view and manage your tasks and track existing proceedings.

Switch account

Your Individual Account

Cases

Consult all ongoing cases in the Patent Mediation and Arbitration Centre.

[By proceeding](#) [By phase](#) [By court](#)

Mediation

4 Preliminary phase
1 Mediation phase
1 Closed case phase
1 Termination phase

Expert determination

2 Preliminary phase
3 Expert determination phase
0 Closed case phase
2 Termination phase

How to file a Request for Expert Determination

Basic lodging info

You will now start by filling in some basic information.

Please note: On the right side of the screen, you see the progress of each required step. This will be visible throughout the lodging process.

CASE MANAGEMENT

[Request for expert determination](#) > Draft submission

Request for Expert determination

This guide provides basic information about the steps involved in the lodging of a Request for expert determination.

All fields are mandatory except if marked as optional.

Basic lodging info

Please note that user reference is mandatory for the creation of a draft application. Without a user reference the draft cannot be saved.

User reference

Submission ID

Scope of application

European patent number and/or number of European patent with unitary effect

National patents and Related disputes

Patent number(s)

Filing language

EN

Preview submission

Basic lodging info

Expert Proposals

Parties

Attachments

Summary

How to file a Request for Expert Determination

Basic lodging info

First, add your user reference or internal case number. The system will then automatically generate a submission ID.

Next, fill in all the relevant information and proposals based on the Expert Determination Rules .

Basic lodging info

Please note that user reference is mandatory for the creation of a draft application. Without a user reference the draft cannot be saved.

User reference
Test

Submission ID
0000001388

Scope of application

European patent number and/or number of European patent with unitary effect

National patents and Related disputes

Patent number(s)

Filing language

English

Expert determination language (Optional)

English

Proposed location of proceedings

☒ Online (video conference)

☐ In person (physical venue)

☐ This request refers to an existing case

Related rights

Applicable law

How to file a Request for Expert Determination

Basic lodging info

A Request may be filed jointly by the parties to a dispute or by one of the parties with the express consent of the other party or of the other parties in cases of multiple participants to a dispute. Parties may also select if the determination is binding or non-binding, and if the case is related to FRAND/SEPs.

This must be explicitly selected under the basic lodging information section.

Before moving on, you can click “Save” at the bottom of the page.

The screenshot shows a web form titled 'Basic lodging info'. It contains several sections: 'Proposed location of proceedings' with radio buttons for 'Online (video conference)' (selected) and 'In person (physical venue)'; a checkbox for 'This request refers to an existing case'; three text input fields labeled 'Related rights', 'Applicable law', and 'Anticipated value of the Case'; another set of radio buttons for 'This is a joint request' and 'This is a request with the express consent of the parties' (indicated by a yellow arrow); a checkbox for 'This Request is related to FRAND/SEP patents'; and a 'Binding/Non-binding' section with radio buttons for 'Binding' and 'Non-binding'.

How to file a Request for Expert Determination

Expert

Now you move on to the section “Expert proposals”.

The list of all PMAC neutrals is available on the website (see [link](#)).

Using the filter, you can select experts who have been admitted to the PMAC list.

Neutrals

Search by keyword...

Role

- ☐ Sole and Emergency Arbitrator
- ☐ Member of the Arbitral Tribunal
- ☐ Mediator
- ☐ Associated Mediator
- ☒ Expert

General Expertise

- ☐ Antitrust/Competition
- ☐ Business
- ☐ Commercial
- ☐ Copyright and other IP
- ☐ Damages
- ☐ Design
- ☐ European Patents
- ☐ European Patents with Unitary Effect
- ☐ Finance
- ☐ National Patents
- ☐ SEPs/FRAND
- ☐ SPCs
- ☐ Trademark

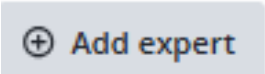
Tech Expertise

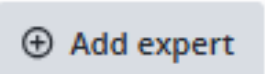
- ☐ Biotechnology
- ☐ Chemistry
- ☐ Electricity
- ☐ Information and Communication Technology
- ☐ Mechanical engineering
- ☐ Pharmaceuticals
- ☐ Physics

Apply

How to file a Request for Expert Determination

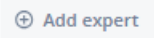
Expert

Expand the section to add data by clicking on the relevant  button and propose an Expert.

An additional expert can be added, using the same button .

Expert Proposals

Expert (0)

 Add expert

Expert information

Select proposal method

☒ Propose an expert

☐ Expert jointly proposed by the parties

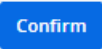
☐ Centre to provide a shortlist of candidate experts

Select expert ?

☐ From the centre's list of experts

☐ Nominate a new expert



How to file a Request for Expert Determination

Parties

Now you move on to the section “Parties”.

Expand each section to add data by clicking on the relevant button.

Start with the Applicant(s). You may add more than one Applicant.

Parties

Applicant (0)

⊕ Add applicant

Applicant's representative (0)

⊕ Add applicant's representative

Respondent (0)

⊕ Add respondent

Parties

Applicant (1)

⊕ Add applicant

1. TEST USER

Type	Legal entity
Company name	TEST USER
Email	email@email.com
Postal address	TEST USER - TEST ...

How to file a Request for Expert Determination

Applicant

Choose between Legal entity and Natural person, then fill in the data. Each field not marked as optional needs to be filled.

If the Applicant is entitled to a reduction in fees based on the Fee Schedule on Expert Determination, please tick the box.

When finished, click “Confirm applicant” and move on to the Applicant’s representative.

Applicant

Select type of applicant

☒ Legal entity

☐ Natural person

Company information ⓘ

Company name

Principal place of business/Nationality (Optional)

Contact information ⓘ

City

Country

Postal Address

Telephone

Postal code

Email

☐ Entitled to 50% reduction in fees

Cancel Confirm applicant

How to file a Request for Expert Determination

Applicant's Representative

Now you move on to the section “Applicant's representative” and add the data.

Please note that the applicant's representative will receive email notifications regarding any activities performed on the case.

When finished, click “Confirm applicant's representative”.

Applicant's representative (0)

+ Add applicant's representative

Applicant's representative

Personal information ?

First name

Last name

Contact information ?

Postal Address

Postal code

City

Country

Telephone

Email

Cancel

Confirm applicant's representative

How to file a Request for Expert Determination

Respondent

Now move on to the Respondent section and fill in the information.

Confirm again by clicking the button and add more Respondents if needed.

Respondent information

Select type of applicant

☒ Legal entity

☐ Natural person

Company information ?

Company name

Principal place of business/Nationality (Optional)

Contact information ?

Postal Address

Postal code

City

Country

Telephone

Email

☐ Entitled to 50% reduction in fees

Cancel Confirm respondent

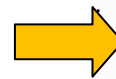
How to file a Request for Expert Determination

Attachments

Now you can move forward and add your attachments.

First, choose the type of document from the dropdown list. Then click either “Upload file” and choose the document from your computer or drag and drop the document in the designated area.

For the attachment “Request for Expert Determination” you are invited to use the form [on our website \(see link\)](#).



Attachments

Type of document

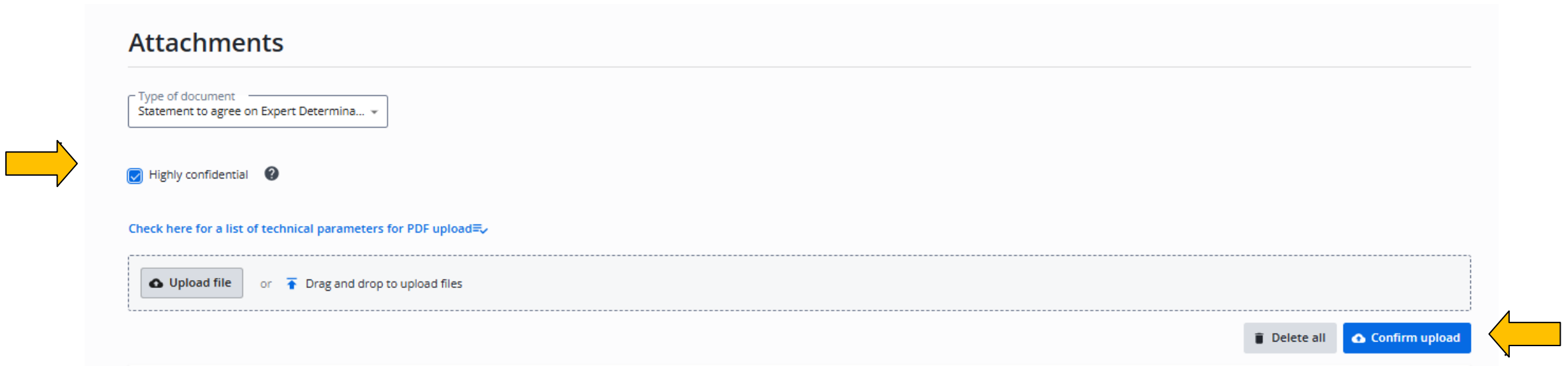
- Select an option--
- Request for Expert Determination
- Statement to agree on Expert Determination or Expert Determination Agreement
- Proof of authority granted to the representative
- Summary of the facts
- Observations or proposals as to the scope and time frame
- Statement on the determination's binding effect
- Other documents

How to file a Request for Expert Determination

Attachments

If the document is confidential (i.e. to be subject to a confidentiality request), tick the box “Highly confidential”. This document will not be visible by the other party once formality checks are performed.

Confirm the upload by clicking on the blue button and continue to upload the next document.



The screenshot shows a web form titled "Attachments". At the top, there is a dropdown menu labeled "Type of document" with the selected option "Statement to agree on Expert Determina...". Below this, there is a checkbox labeled "Highly confidential" which is checked. A yellow arrow points to this checkbox from the left. Below the checkbox, there is a link that says "Check here for a list of technical parameters for PDF upload". Further down, there is a dashed box containing an "Upload file" button and the text "or Drag and drop to upload files". At the bottom right of the form, there are two buttons: a grey "Delete all" button and a blue "Confirm upload" button. A yellow arrow points to the "Confirm upload" button from the right.

How to file a Request for Expert Determination

Attachments

When you have uploaded all attachments, you can review the list of documents and make sure it is complete. Before submitting your case, you will get another opportunity to review your documents.

Save your progress once more and move on to the section “Payment of fees”.

How to file a Request for Expert Determination

Payment of fees

In the payment section, the fees are automatically calculated based on the information provided in the form.

Payment of fees

¹ Please use this link: [guide](#) to consult the payment guidelines.
After the payment has been completed, please upload the proof of payment.

Proof of payment

Upload payment documents

or  Drag and drop to upload files

Code	Fee description	Amount	Discount [?]	Quantity	Subtotal
☒ 0003	Registration fee (estimated value up to EUR 2,000,000)	3,000.00 €	0%	2	6,000.00 €
					Total 6,000.00 €

How to file a Request for Expert Determination

Payment of fees

The reductions in fees are calculated based on the Fee Schedule, in case:

- the box ☒ Entitled to 50% reduction in fees is ticked at the Parties section (mind the required attachment)

or

- the below box is ticked

☒ This request refers to an existing case

and information under the Referring (UPC case) are entered.



Referring cases

Referring cases (0)

+ Add referring case

Referring case

Referring case number

Type of proceeding
UPC CFI case

--Select an option--
UPC CFI case
Arbitration case
ADR information session
Mediation

☒ I confirm that this case was lodged before the closure of the interim procedure at the UPC or that this case is already subject of arbitration at the Centre under Centre's Arbitration Rules.

Cancel

Confirm referring case

How to file a Request for Expert Determination

Payment of fees

For payment information, please see the PMAC's webpage following this [link](#).

Please note that the formality checks can only be concluded with a positive outcome if the fees have been fully paid and the proof of payment attached.

Payment of fees

Please use this link: [guide](#) to consult the payment guidelines.
After the payment has been completed, please upload the proof of payment.

Proof of payment

Upload payment documents

Upload file

 or  Drag and drop to upload files

Confirm upload

Code	Fee description	Amount	Discount ?	Quantity	Subtotal
☒ 0003	Registration fee (estimated value up to EUR 2,000,000)	3,000.00 €	0%	1	3,000.00 €
Total					3,000.00 €

Preview submission

Basic lodging info

Expert Proposals

Parties

Attachments

Payment of fees

Summary

How to file a Request for Expert Determination

Preview

Preview submission		
	Basic lodging info	
	Referring cases	
	Expert Proposals	
	Parties	
	SPC Patent Data	
	Attachments	
	Payment of fees	
	Summary	

You should now have filled in all relevant data. On the right-hand side of the screen, you can see easily if every section of your draft is complete. The green symbol next to each section indicates that it is.

Now you can click “Preview submission” to see your draft.

How to file a Request for Expert Determination

Preview submission

Now, you see the preview of your submission, including an automatically generated cover sheet, which gives an overview of all data and all documents. Please review it carefully.

If you wish to proceed, click “Sign submission”. If you want to make any changes, click on “Back to draft”.

Preview submission

[Ready to sign](#)

Please find here a preview of the Statement of expert determination application as drafted and all attached documents. Verify that the information is correct before signing the application.

[Request for submission](#)

Attachments

User documents 5

- Request for Expert Determination Certificate - Copy.pdf
- Summary of the facts Certificate.pdf
- Statement to agree on Expert Determination or Expert Determination Agreement Test 2.pdf
- Statement on the determination's binding effect Test 3 - Copy (2).pdf
- Proof of authority granted to the representative Test 3 - Copy.pdf

Payment documents 1

- Proof of payment Certificate - Copy.pdf

[Back to draft](#) [Sign submission](#)

1 of 6

User reference
edu1234

Submission ID
000001350

Related rights
EUD45678

Filing language
English

Expert determination language
English

Proposed location of proceedings
Online (video conference)

Applicable law
Swiss

Binding/Non-binding
Binding

Anticipated value of the Case
1,000,000 EUR

☒ This is a joint request

Scope of application

Patent number EP1234567

Title
Filing material based on particulate composite

Application number
02003250

Click on “Add signature” to begin.

Then you can add a place of signature and select the type of signature you want to add.

Then add your signature and click “Confirm signature”.

Sign submission

test externals 3 Ready to sign

Please select the party signing the submission and identify the capacity in which they are signing. Provide any additional details required, then select be applied

Signer Information ⓘ



Name of the signer
Email

Signature ⓘ

Signature (0)

 Add signature

1.

Signature information

Capacity

Capacity (Optional)

Signature

Place of signature (Country/City) (Optional)
TEST USER

Select type of signature

☒ Alphabetical

☐ Facsimile

Signature
/ TEST /

Cancel

Confirm signature

2.

3.

Save & close

 Sign and close

 Submit signature and send

How to file a Request for Expert Determination

Sign submission

To send your submission, click “send”, then confirm that you want to move forward.

Send Submission?

You are going to send this submission by changing the status from “**Ready to send**” to “**Sent**”. This process cannot be undone.

Cancel

Confirm

How to file a Request for Expert Determination

Sending your submission

You will now be redirected to your Front Office, where the status of your submission should appear as “Sent”. If this is not the case, please refresh your screen. Your case has a provisional case number now. This will change when the Expert Determination proceedings will start.

Expert determination

On this page you can create and manage expert determination filings.

[Request for expert determination](#)[Subsequent actions](#)

Create new

Filters

User reference	Submission ID	Provisional number	Applicant	Respondent	Last modif.	Status	Actions	More
	0000001390	PR-PMAC-ED-0000061...	PMAC Lisbon Arbitrati...		01/07/2026	Sent		

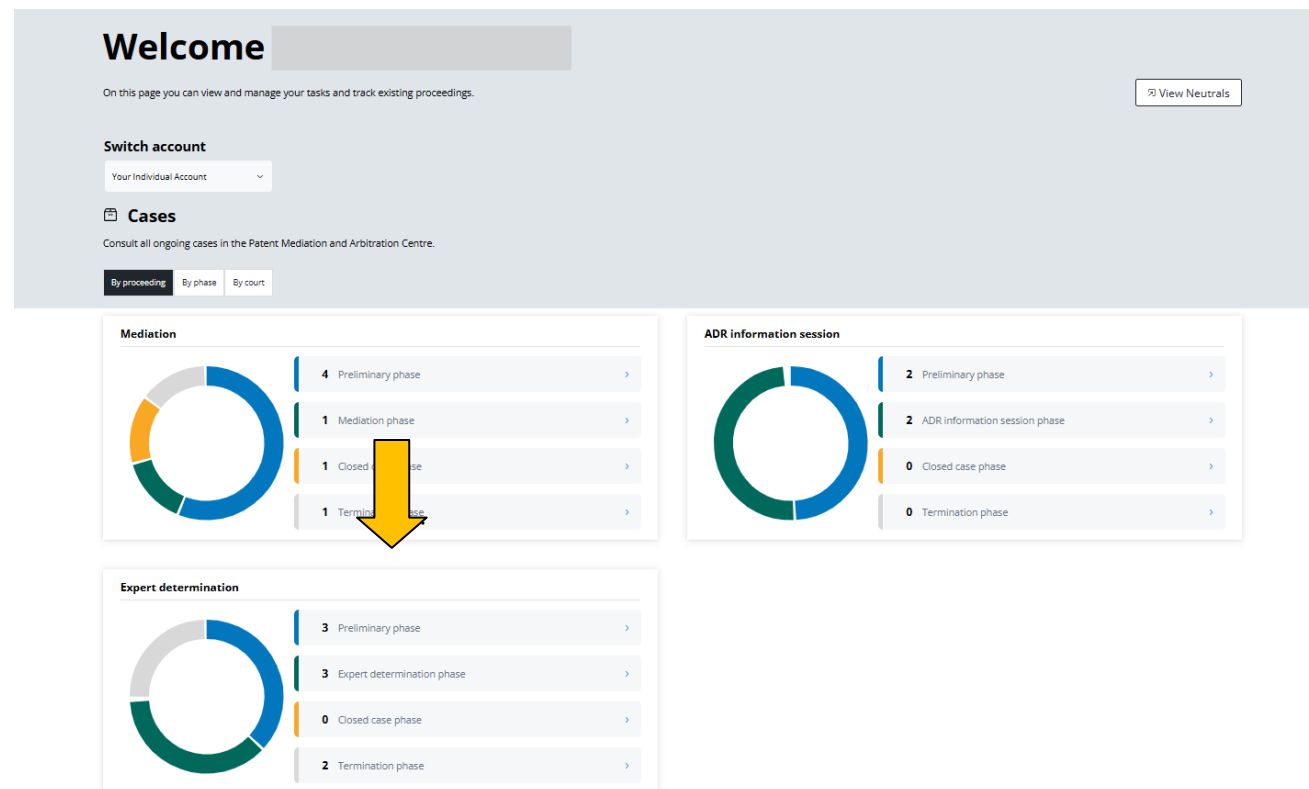
How to file a Request for Expert Determination

After your submission

In your portfolio, the case should now appear in the section Expert Determination – Preliminary phase.

You can access your portfolio via this link :

<https://cms.pmac-upc.org/portfolio>



How to file a Request for Expert Determination

After your submission

Once the Case Managers start with the formality checks, you'll see that the status has been changed to “Ready for formalities check”.

Cases

This is your portfolio portal. Here you can manage all your cases and filings.

Start new case

Request access to case

Cases (8)

Delete

Change

	Case number	Patent number(s)	Latest activity	Modified at	Phase	Status	
☐	Filter...	Filter...	dd-MM-yyyy	dd-MM-yyyy	Filter...	Filter...	
☐	PR-PMAC-ED-0000061/2026	EP1234567	-	01-07-2026	Preliminary	Ready for formalities check	

How to file a Request for Expert Determination

Failed formalities check

If the Case Managers found any deficiencies during the formalities check, this will be evident in the status of the case. Click on the eye symbol or on the case number to redirect you to the case.

Cases

This is your portfolio portal. Here you can manage all your cases and filings.

Cases (29)							
Delete		Change					
	Case number	Patent number(s)	Latest activity	Modified at	Phase	Case managers	Status
☐	Filter...	Filter...	dd-MM-yyyy	dd-MM-yyyy	Preliminary	Filter...	Filter...
☐	PR-PMAC-ED-0000061/2026	EP1234567	01-07-2026	01-07-2026	Preliminary	-	Deficiency Found



How to file a Request for Expert Determination

Failed formalities check

In the case overview, click on “View all activities”.

Now you see all activities in your case. Click on the eye symbol next to the red status “Deficiency found”.

Case PR-PMAC-ED-0000061/2026

Deficiency found

On this page you can view and manage case details.

Open tasks (0)
1 [View all tasks >](#)

Latest activities (4)
4 [View all activities >](#)

Activities

Issue communication/decision

Change phase

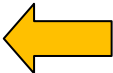
Publish

Unboarding related



Activities

Activities (4)						
Group	Recipient	Extra info	User	Date	Status	
Filter...	Filter...	Filter...	Filter...	dd-MM-yyyy	Filter...	
Initial filing	System	Procedure: Request for Expert determination		01-07-2026 15:08	Deficiency fou...	
Access code genera...	System			01-07-2026 14:55	Completed	



How to file a Request for Expert Determination

Failed formalities check

In the “Documents” section, click on the eye symbol to the right to see the details of the deficiency found.

Formal Deficiency found

Case number

PR-PMAC-ED-0000061/2026

Applicant / Applicant's representative / Respondent

Lodging date

2026-07-01 15:55 CET

Check result

Result

Deficiency found

Justification

sssss

Proceeding

Expert determination

Filing language

English

Deadline

2026-07-08

Documents

Case Documents (10)

Document type	File name	User	Date	Confidentiality code	
Filter...	Filter...	Filter...	dd-MM-yyyy	Filter...	
Request	Formal deficiency found.pdf		01-07-2026	C	

How to file a Request for Expert Determination

Failed formalities check

You will now see that another document “Formal deficiency found” has been added in the category “Request”.

This document contains a description of the deficiencies that were found.

Documents

Case Documents (10)

Document type	File name	User	Date	Confidentiality code
Filter...	Filter...	Filter...	dd-MM-yyyy	Filter...
Request	Formal deficiency found.pdf		01-07-2026	C

Formal Deficiency found

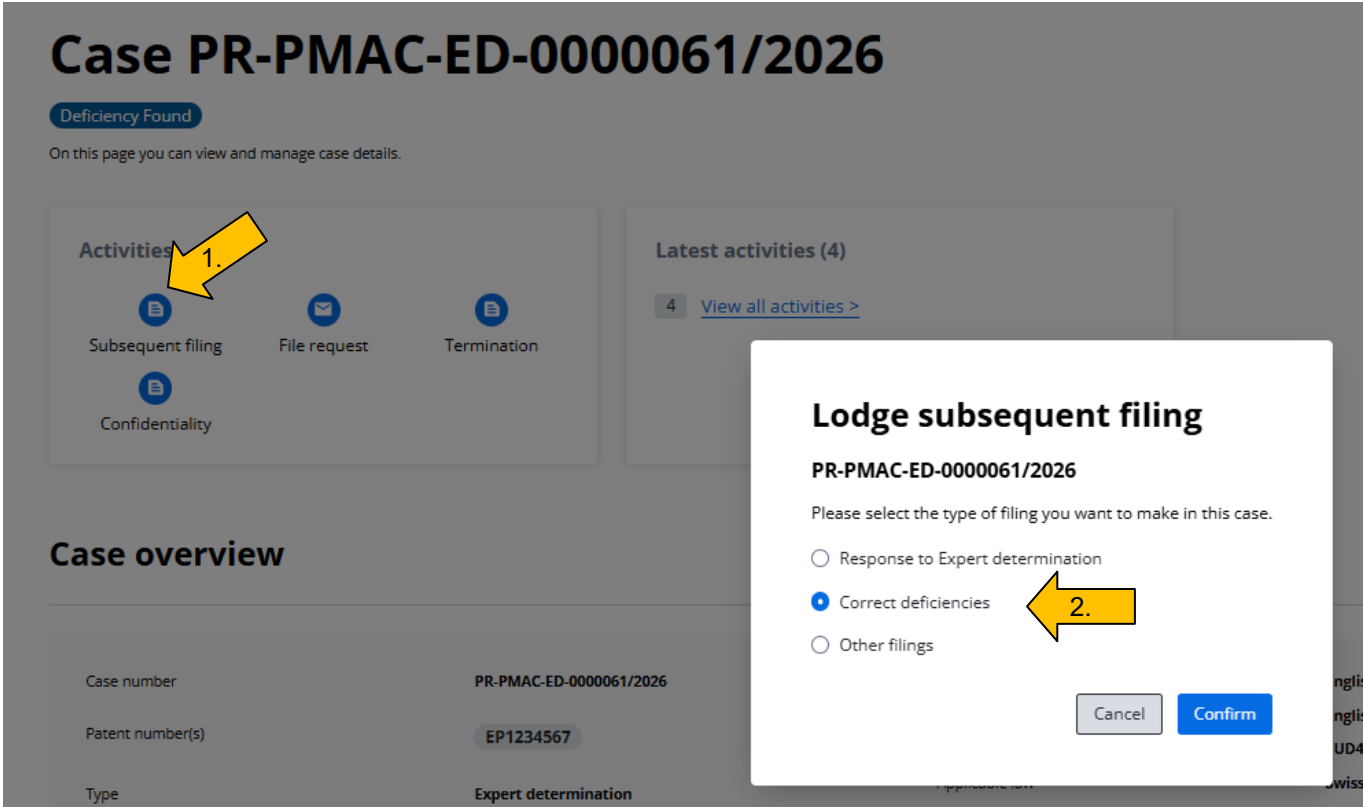
Case number	Proceeding
PR-PMAC-ED-0000061/2026	Expert determination
Applicant / Applicant's representative / Respondent	
Lodging date	Filing language
2026-07-01 15:55 CET	English
Check result	
Result	Deadline
Deficiency found	2026-07-08
Justification	
sssss	

How to file a Request for Expert Determination

Correct deficiencies

To address the Case Manager's requests, click on "subsequent filing".

In the window that will open next, choose "Correct deficiencies" as filing type and click "Confirm".



How to file a Request for Expert Determination

Correct deficiencies

Now you can make
amendments.

Start by reviewing the basic
lodging information and
selecting “Applicant”.

Correct deficiencies

Please read the information below and upload the necessary documentation to correct the deficiency found in the formalities check.

All fields are mandatory except if marked as optional.

Basic lodging info

Please note that user reference is mandatory for the creation of a draft application. Without a user reference the draft cannot be saved.

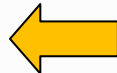
User reference
edu1234 ?

Submission ID
0000001393 ?

Case number
PR-PMAC-ED-0000061/2026 ?

Filing capacity

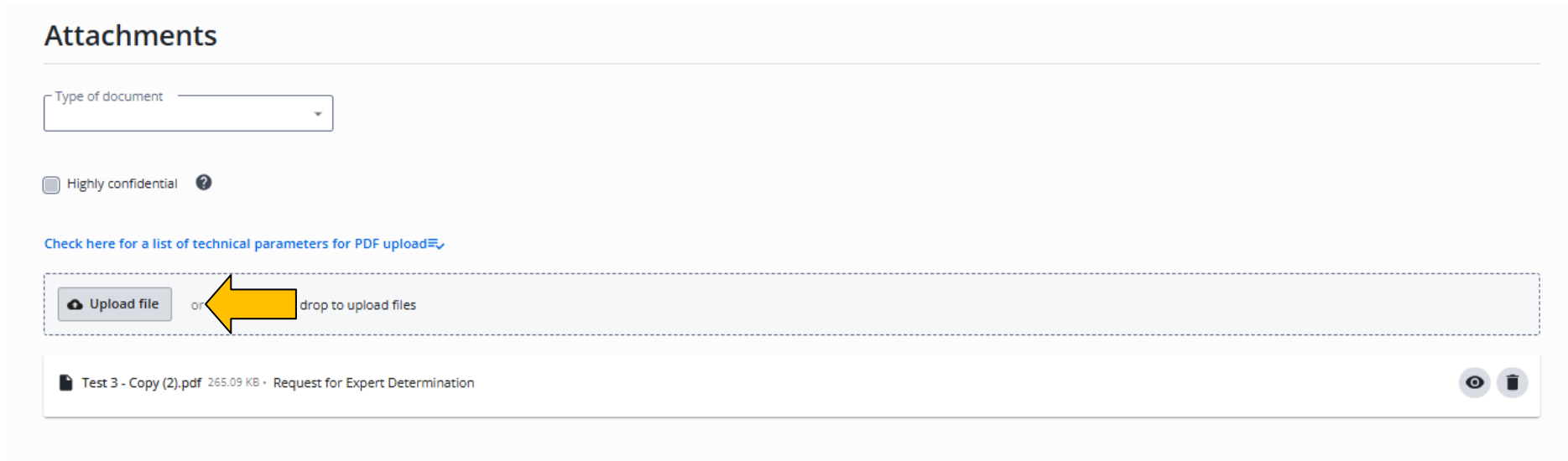
- ☒ Applicant
☐ Respondent



How to file a Request for Expert Determination

Correct deficiencies

Then you upload an attachment. This will have the category “Other document”; in it you can address the Case Manager’s requests and make corrections.



The screenshot shows the 'Attachments' section of a web interface. It includes a dropdown menu for 'Type of document', a checkbox for 'Highly confidential' with a help icon, and a link to 'Check here for a list of technical parameters for PDF upload'. Below these is a dashed box for file upload, containing an 'Upload file' button, the word 'or', and a 'drop to upload files' area. A yellow arrow points to the 'drop to upload files' area. At the bottom, a file named 'Test 3 - Copy (2).pdf' (265.09 KB) is shown with the title 'Request for Expert Determination' and icons for preview and delete.

When you have uploaded all documents, click on “Send to sign”, following by “ Confirm signature” and “Submit signature and send” .

How to file a Request for Expert Determination

Correct deficiencies

Now your correction of deficiencies will appear with the status “Sent” in your Front Office. You will now await the PMAC’s reply.

Expert determination

On this page you can create and manage expert determination filings.

Request for expert determination [Subsequent actions](#)

Filters

☐ User reference ▾	Submission ID ▾	Case number ▾	Activity/Filing ▾	Last modif. ▾	Status ▾ ?	Actions	More
☐ [redacted]	0000001393	PR-PMAC-ED-0000061/2026	Correct deficiencies	01/07/2026	Sent		

How to file a Request for Expert Determination

Conclusion of formalities checks

You can review the activities of the PMAC in the case.

If the deficiency has been amended, the check will be completed.

Activities

Activities (6)					
Group	Recipient	Extra info	User	Date	Status
Filter...	Filter...	Filter...	Filter...	dd-MM-yyyy	Filter...
Subsequent filing	System	Procedure: Correct deficiencies	Cm Case manager	01-07-2026 15:35	Check comple...

You have now successfully filed your Request for Expert Determination.



Patent Mediation and Arbitration Centre
Mediations- und Schiedszentrum für Patentsachen
Centre de médiation et d'arbitrage en matière de brevets

Thank you for your attention!
