

How to file a Request for Mediation

May 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 Mediation

First steps

Please note that in accordance with Article 3 of the Mediation Rules, the parties **may agree** that the Request, notices, or other communications under the PMAC Rules of Mediation 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 Mediation 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 the PMAC Mediation 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.

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 Mediation

First steps

CASE MANAGEMENT (FRONTOFFICE)

Welcome

On this page you can view and manage your tasks and track existing proceedings. [View Neutrals](#)

Switch account (indicated by a yellow arrow)

You are only a member of: **a7066635-814b-48b4-8238-637c5c9f9ae4** (IND)

Cases

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

By proceeding | By phase | By court

Mediation

Phase	Count
Preliminary phase	14
Mediation phase	8
Closed case phase	2
Termination phase	1

ADR information session

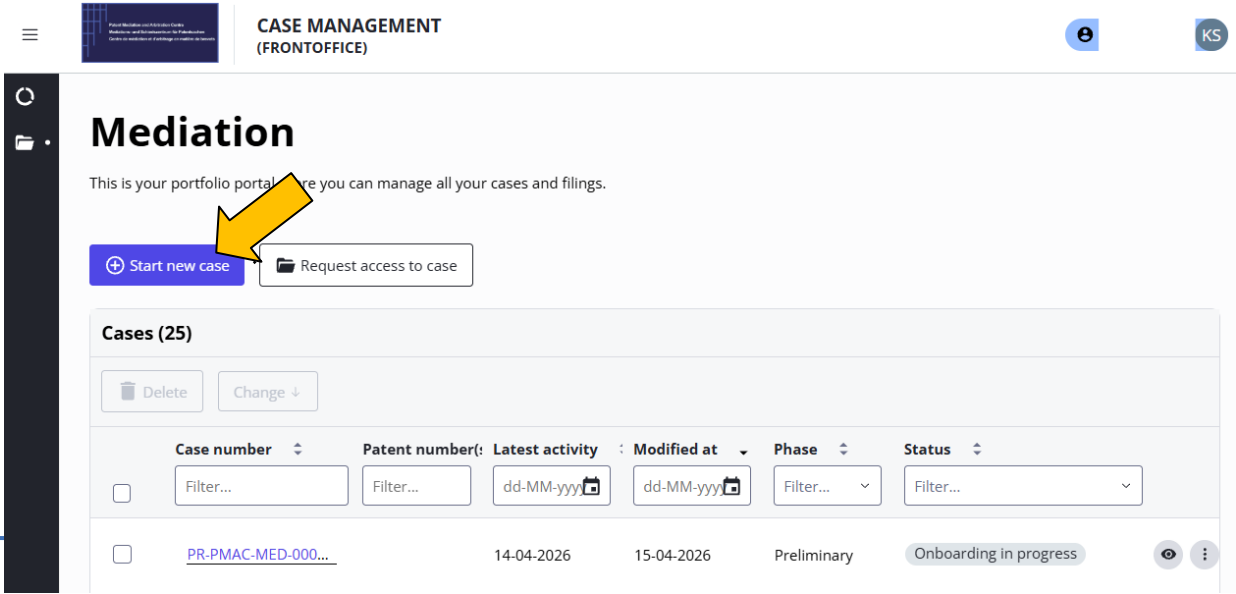
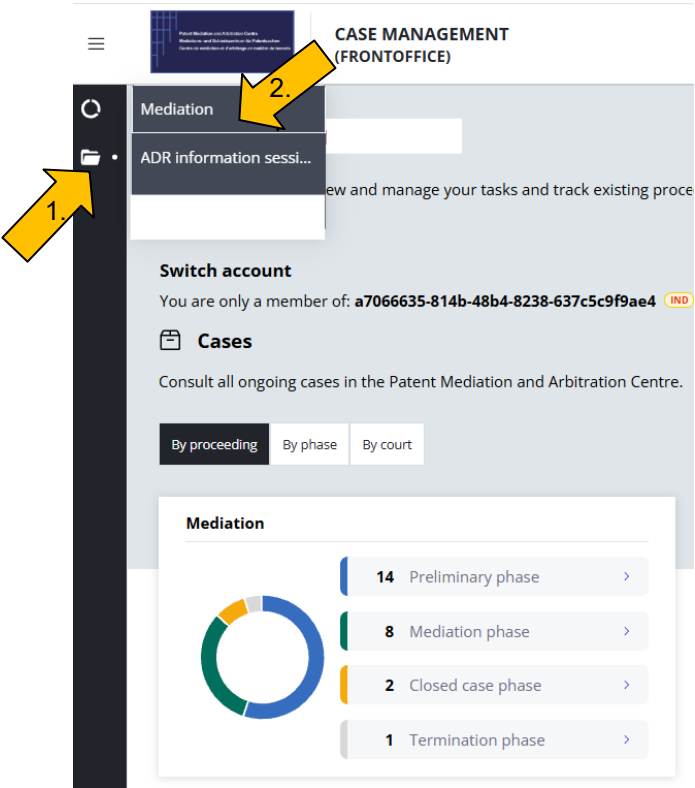
Phase	Count
Preliminary phase	3
ADR information session phase	0
Closed case phase	1
Termination phase	0

How to file a Request for Mediation

First steps

After having clicked "Mediation" in your Portfolio, you will see an overview of all Mediation Proceedings that you have started so far from the selected account (organisation).

Click on the blue "Start new case" button to begin.



How to file a Request for Mediation

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 mediation](#) > Draft submission

Request for Mediation

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

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

?

Save

Save & close

Sign

 EN  KS

Preview submission

 Basic lodging info

 Mediator proposals

 Parties

 Attachments

 Summary















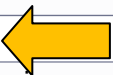
How to file a Request for Mediation

Basic lodging info

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 EXTERNALS



Submission ID
0000000878



Scope of application

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

National patents and Related disputes

Patent number(s)

Related rights

Filing language



Proposed mediation language (Optional)
English



Proposed location of meetings

☒ Online (video conference)

☐ In person (physical venue)

Anticipated value of the Case

☐ This mediation request refers to an existing case before the UPC or PMAC

☐ This is a joint request

☐ This is a request with the express consent of the parties

SPC Patent Data

Patent Data (0)

Add SPC

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 Mediation Rules .

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.

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

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

How to file a Request for Mediation

Basic lodging info

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 EXTERNALS

?

Submission ID

0000000878

?

Scope of application

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

National patents and Related disputes

Patent number(s)

Related rights

Filing language

Proposed mediation language (Optional)

English

Proposed location of meetings

☒ Online (video conference)
 ☐ In person (physical venue)

Anticipated value of the Case

☐ This mediation request refers to an existing case before the UPC or PMAC

☐ This is a joint request

☐ This is a request with the express consent of the parties





How to file a Request for Mediation

Mediator

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

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

On the PMAC website, using the filter, you can select mediators who have been admitted to the PMAC list.



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Centre de médiation et d'arbitrage en matière de brevets

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of the Unified Patent Court

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About >

Services >

Payments >

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FAQs

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Rules & other legal documents

Home - Services

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



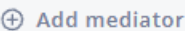
How to file a Request for Mediation

Mediator proposals

Mediator

You can specify the details of a mediator jointly nominated by both parties. Alternatively, you may request that a center nominate a suitable mediator.

Mediator (0)

 Add mediator



Mediator information

Select proposal method

- ☒ Propose a mediator
- ☐ Mediator jointly proposed by the parties
- ☐ Centre to propose a mediator

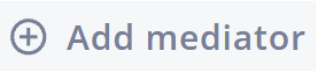
Select mediator ?

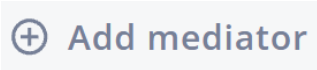
- ☐ From the centre's list of mediators
- ☐ Nominate a new mediator

Cancel

Confirm

0

In the CCMS, Expand the section to add data by clicking on the relevant  button and propose a Mediator.

A Co-Mediator can be added, using the same  button.

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.

How to file a Request for Mediation

Parties

Parties

Applicant (0)

+ Add applicant

Applicant's representative (0)

+ Add applicant's representative

Respondent (0)

+ Add respondent

Parties

Applicant (1)

+ Add applicant

to add more Applicants

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



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 Mediation, please tick the box “Entitled to 50% reduction in fees”.

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

How to file a Request for Mediation

Applicant

Applicant

Select type of applicant

☒ Legal entity

☐ Natural person

Company information ?

Company name

Principal place of business/Nationality (Optional)

City

Country

Contact information ?

Postal Address

Telephone

Postal code

Email

☐ Entitled to 50% reduction in fees

Cancel Confirm applicant

How to file a Request for Mediation

Applicant's Representative

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

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

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

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

How to file a Request for Mediation

Respondent

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 Mediation 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 Mediation” you are invited to use the form on our website (see [link](#)).



The screenshot shows a web form titled "Attachments". At the top, there is a dropdown menu labeled "Type of document" with a blue border. A yellow arrow points to the dropdown menu, which is open, showing a list of options: "--Select an option--", "Request for Mediation", "Power of representation", "Summary of the facts", "Statement to agree on mediation or Mediation Agreement", "Agreement as to the time limits", "Other documents", "Proof of service of the Request (Article 3(2))", and "Agreement to service the Request via CCMS (Article 3(2))". Below the dropdown menu, there is a checkbox labeled "Highly confidential" with a question mark icon. Below that, there is a link that says "Check here for a list of technical parameters for PDF upload". At the bottom, there is a dashed box containing an "Upload file" button and the text "or Drag and drop to upload files".

How to file a Request for Mediation

Attachments

If the document is confidential (i.e. to be subject to a confidentiality request), tick the box “Highly confidential”.

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

The screenshot shows the 'Attachments' section of a web form. At the top, there is a dropdown menu for 'Type of document' with the selected option 'Statement to agree on mediation or Me...'. Below this is a checkbox labeled 'Highly confidential' which is checked; a yellow arrow points to this checkbox. Underneath the checkbox is a link that says 'Check here for a list of technical parameters for PDF upload'. A large dashed box contains an 'Upload file' button and the text 'or Drag and drop to upload files'. To the right of this box are two buttons: 'Delete all' and 'Confirm upload'. A yellow arrow points to the 'Confirm upload' button. Below the dashed box, a file named 'Agreement to mediate.pdf' (265.09 KB) is listed with icons for viewing, uploading, and deleting.

How to file a Request for Mediation

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”.

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

How to file a Request for Mediation

Payment of fees

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

or  Drag and drop to upload files

Code	Fee description	Amount	Discount 	Quantity	Subtotal
☒ 0001	Registration fee	1,000.00 €	0%	1	1,000.00 €
					Total 1,000.00 €

How to file a Request for Mediation

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 Parties section (mind the required attachment)

or

- the below box is ticked

☒ This mediation request refers to an existing case before the UPC or PMAC

and information under the Referring case are entered.

Referring cases

Referring cases (0)

[+ Add referring case](#)

Referring case

Referring case number

Type of proceeding

--Select an option--

- UPC CFI case
- Arbitration case
- ADR information session
- Expert Determination case

☒ 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.



For payment information, please see the PMAC’s webpage following this [link](#). Follow the payment guidelines carefully and use the appropriate payment reference when submitting the Request.

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.

How to file a Request for Mediation

Payment of fees



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Home > Payments

CCMS – PMAC Payment Guidelines Mediation Fees

This document outlines payment guidelines for mediation fees under the CCMS-PMAC framework. It specifies bank details, beneficiary information, and strict formatting rules for payment references to ensure proper validation. Different scenarios are covered, including filing a request for mediation (with consent or jointly), joining an existing case, submitting a response, and paying administrative or additional non-refundable fees. Each requires specific reference formats using submission IDs, party numbers, or case numbers. Additional administrative costs use a separate account. Clear instructions are provided on where to find required identifiers within forms, ensuring accurate processing and allocation of all payments.

1. Registration Fee (filing the Request for Mediation)

1.1 Request with the express consent of the Parties →

1.2 Joint Request →

2. Registration Fee (filing the Request for Mediation) →

3. Registration Fee (filing the Response to Mediation) →

4. Administrative Fee →

5. Additional Non-Refundable Fee →

6. Additional Administrative Costs →

How to file a Request for Mediation

Preview

 EN  

Preview submission

 Basic lodging info

 SPC Patent Data

 Proposed location of meetings

 Referring cases

 Mediator proposals

 Parties

 Attachments

 Payment of fees

 Summary

















You should now have filled in all relevant data. On the righthand 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.

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”.

How to file a Request for Mediation

Preview submission

test externals 3

Ready to sign

Please find here a preview of the Statement of mediation 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 Mediation
Request for mediation.pdf

Power of representation
Power of representation.pdf

Summary of the facts
Summary of the facts.pdf

Statement to agree on mediation
or Mediation Agreement
Agreement to mediate.pdf

Proof of entitlement to 50%
reduction in fees
Reduction 50% UPC.pdf

Payment documents 1

Proof of payment

78b3348...

1 / 6

83%

Cover sheet

Lodging info

User reference
test externals 3

Submission ID
0000000940

Type of proceeding
Mediation

Related rights
2222222

Filing language
English

Proposed mediation language
English

Proposed location of meetings

How to file a Request for Mediation

Sign submission

[Request for mediation](#) > [Draft submission](#) > [Preview](#) > [Sign submission](#)

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 the type of signature to be applied

Signer Information ⓘ


Name of the signer
Email

Signature ⓘ

Signature (0)

[Add signature](#)



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



Click on “Add signature” to begin.

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

Then add your signature and click “Confirm signature”. Then click "Submit signature and send".



Save & close	 Sign and close	 Submit signature and send
--------------	--	---



How to file a Request for Mediation

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

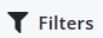
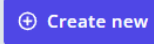
How to file a Request for Mediation

Sending your submission

You will now be redirected to your case overview (in 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 Mediation Proceedings will start.

Mediation

On this page you can create and manage statement of mediation filings.

Request for mediation		Subsequent actions						
 Filters								
☐ User reference ⇅	Submission ID ⇅	PR-PMAC-MED-0000110/2026	Applicant	Respondent	Last modif. ⇅	Status ⇅ ?	Actions	More
☐ Testsession 222DG...	0000000941	PR-PMAC-MED-000...	TEST USER	TEST USER	21/04/2026	Sent	  	

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

How to file a Request for Mediation

After your submission

Welcome

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

Switch account
You are only a member of: **a7066635-814b-48b4-8238-637c5c9f9ae4** IND

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

By proceeding

By phase

By court

Mediation



17	Preliminary phase	>
8	Mediation phase	>
2	Closed case phase	>
1	Termination phase	>

How to file a Request for Mediation

After your submission

Once the Case Managers start with the formality checks, you'll see that the status has been changed to "Formalities check in progress".

Mediation

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

[+ Start new case](#)

[Request access to case](#)

Cases (17)						
Delete Change ↓						
	Case number	Patent number(s)	Latest activity	Modified at	Phase	Status
☐	Filter...	Filter...	dd-MM-yyyy	dd-MM-yyyy	Preliminary	Filter...
☐	PR-PMAC-MED-0000110/2026		21-04-2026	21-04-2026	Preliminary	Ready for formalities check

How to file a Request for Mediation

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 to redirect you to the case.

Mediation

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

⊕ Start new case

📁 Request access to case

Cases (17)

Delete

Change ↓

	Case number	Patent number(s)	Latest activity	Modified at	Phase	Status	
☐	Filter...	Filter...	dd-MM-yyyy 📅	dd-MM-yyyy 📅	Preliminary ▼	Filter... ▼	
☐	PR-PMAC-MED-0000110/2026		21-04-2026	21-04-2026	Preliminary	Deficiency Found ⓘ	



How to file a Request for Mediation

Failed formalities check

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

Request

Formal deficiency found.pdf

Documents

Case Documents (9)

Document type	File name	User	Date	Confidentiality code
Filter...	Filter...	Filter...	dd-MM-yyyy	Filter...
Request	Formal deficiency found.pdf	Cm Case manager	21-04-2026	C

Formal Deficiency found

Case number: PR-PMAC-MED-0000110/2026 Proceeding: Mediation

Applicant / Applicant's representative / Respondent: /TEST USER//

Lodging date: 2026-04-21 08:45 CET

Check result

Result	Deadline
Deficiency found	2026-04-28
Justification	
No proof of payment	

Close



How to file a Request for Mediation

Failed formalities check

Case PR-PMAC-MED-0000110/2026

Deficiency Found

On this page you can view and manage case details.

Activities

- Subsequent filing
- File request
- Termination
- Settlement Agreement
- Confidentiality

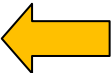
Latest activities (5)

5 [View all activities >](#)



Activities

Activities (5)						
Group	Recipient	Extra info	User	Date	Status	
Filter...	Filter...	Filter...	Filter...	dd-MM	Filter...	
Initial filing	System	Procedure: Request for Mediation	Cm Case manager	21-04-2026 09:03	Deficiency fou...	
Access code generation	System	Applicant representatives:	KS	21-04-2026 08:45	Completed	



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”.

How to file a Request for Mediation

Failed formalities check

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

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

Documents

Case Documents (9)				
Document type	File name	User	Date	Confidentiality code
Filter...	Filter...	Filter...	dd-MM-	Filter...
Request	Formal deficiency found.pdf	Case manager	21-04-2026	



Request

Formal deficiency found.pdf

F...

1 / 1

67%

Formal Deficiency found

Case number

PR-PMAC-MED-0000110/2026

Proceeding

Mediation

Applicant / Applicant's representative / Respondent

/TEST USER//

Lodging date

2026-04-21 08:45 CET

Check result

Result

Deficiency found

Deadline

2026-04-28

Justification

No proof of payment

How to file a Request for Mediation

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".

Case PR-PMAC-MED-0000110/2026

Deficiency Found

On this page you can view and manage case details.

Activities

- Subsequent filing (selected with arrow 1.)
- File request
- Termination
- Settlement Agreement
- Confidentiality

Lodge subsequent filing

PR-PMAC-MED-0000110/2026

Please select the type of filing you want to make in this case.

- ☐ Response to Mediation
- ☒ Correct deficiencies (selected with arrow 2.)
- ☐ Other filings

Cancel Confirm

Case overview

How to file a Request for Mediation

Correct deficiencies

Now you can make amendments.

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

[Correct deficiencies](#) > Draft submission

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
Testsession 222DGSDH ?

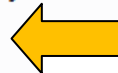
Submission ID
0000000942 ?

Case number
PR-PMAC-MED-0000110/2026 ?

Filing capacity

☒ Applicant

☐ Respondent



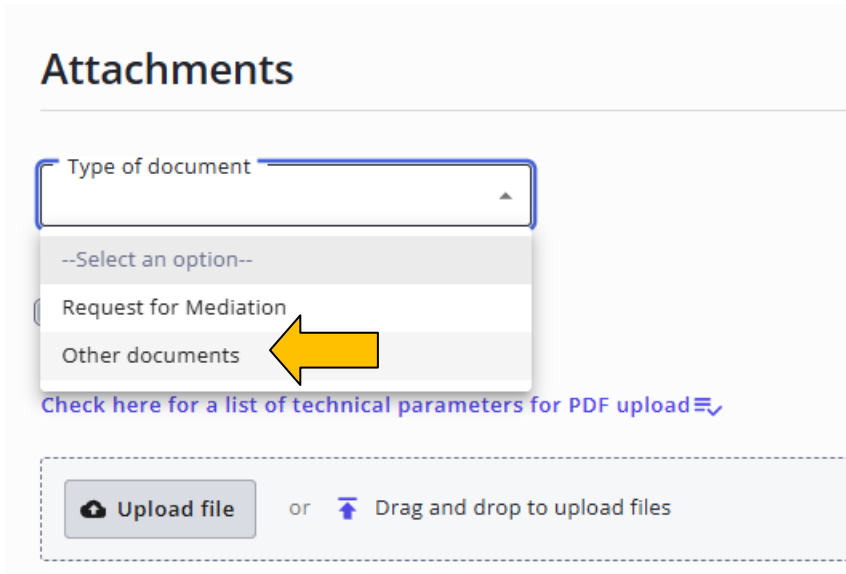
[Preview submission](#)

- Basic lodging info
- Attachments
- Parties
- Summary

How to file a Request for Mediation

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 a web form titled "Attachments". It features a dropdown menu labeled "Type of document" with a blue border. The dropdown is open, showing three options: "--Select an option--", "Request for Mediation", and "Other documents". A yellow arrow points to the "Other documents" option. Below the dropdown, there is a link that says "Check here for a list of technical parameters for PDF upload" with a small blue icon. At the bottom of the form, there is a dashed box containing two options: "Upload file" with a cloud icon and "or" followed by "Drag and drop to upload files" with a blue arrow icon.

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 Mediation

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.

Mediation

On this page you can create and manage statement of mediation filings.

Request for mediation

Subsequent actions

Filters

☐ User reference ⇅	Submission ID ⇅	Case number ⇅	Activity/Filing ⇅	Last modif. ⇅	Status ⇅ ?	Actions	More
☐ Testsession 222DGSDH	0000000942	PR-PMAC-MED-00001...	Correct deficiencies	21/04/2026	Sent	  	

How to file a Request for Mediation

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 (7)						
Group	Recipient	Extra info	User	Date	Status	
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Subsequent filing	System	Procedure: Correct deficiencies	 Case manager	21-04-2026 09:57	Check completed	

You have now successfully filed your Request for Mediation.



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Thank you for your attention!
