

# The Ontario Payment Adjudication Process

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Adjudicator

## 1. Initiate a Claim

A claim for payment adjudication begins with a default payment on an invoice or a claim for non-payment arising from defects.

## 2. Issue a Notice of Claim

Go to the ODACC Website at ODACC.ca and complete their form to get the claim started.

## 3. Agreement on Adjudicator

If the contractor and payor agree on who shall adjudicate from the ODACC roster, proceed with adjudication. If not, ODACC will appoint one. Within 7 days.

## 4. After the Adjudicator has agreed to act, they will access documents and communicate with the parties (only) from the ODACC portal.

## 5. The Adjudicator works with the parties to agree on a process depending on the claim amount and complexity.

## 6. the Adjudicator reviews the submissions, decides if clarity is needed, makes a site visit if necessary, and writes a decision for Certification by ODACC.

