

**IN THE GOMBE STATE MULTI-DOOR COURTHOUSE
ADR DIRECTORATE HIGH COURT OF JUSTICE, GOMBE STATE**

**ARBITRATION HANDBOOK
AND RULES 2026**

Issued under the authority of the Hon. Chief Judge of Gombe State

HON. JUSTICE HALIMA S. MOHAMMED

Chief Judge, Gombe State

Incorporating:

Gombe State Multi-Door Courthouse Practice Directions No. 2 of 2026

Gombe State ADR Directorate (Arbitration) Rules, 2026

Arbitration and Mediation Act, 2023

Dated this _____ 26th _____ day of _____ June, _____ 2026

_____ **SGD:** _____

HON. JUSTICE HALIMA S. MOHAMMED

Chief Judge of Gombe State

FOREWORD

By the Honourable Chief Judge of Gombe State

The Gombe State Multi-Door Courthouse Arbitration Handbook and Rules 2026 represents the definitive institutional framework for arbitration proceedings conducted under the auspices of the ADR Directorate of the High Court of Justice, Gombe State. This Handbook consolidates the procedural guidance and institutional rules that give full effect to the Arbitration and Mediation Act, 2023, at the state level, and was developed following broad stakeholder consultation and independent professional review.

It is produced in conjunction with the Gombe State Multi-Door Courthouse Practice Directions No. 2 of 2026 and the Mediation Procedure 2026, and together these instruments constitute a comprehensive, modern, and internationally aligned ADR framework for Gombe State. I commend the Director of the ADR Directorate and all who contributed to the development of this Handbook, and I commend it to all practitioners, parties, and institutions who engage with the arbitration services of the GSMDC.

SGD:

HON. JUSTICE HALIMA S. MOHAMMED

Chief Judge of Gombe State

High Court of Justice, Gombe State

DIRECTOR'S PREFACE

Gombe State ADR Directorate (Arbitration) Rules, 2026

The Gombe State ADR Directorate (Arbitration) Rules, 2026, approved by the Honourable Chief Judge on the 26th of June 2026, are the primary statutory instrument governing arbitration proceedings at the Gombe State Multi-Door Courthouse. Their approval completes a body of work that began with the establishment of the ADR Directorate and has been pursued, with sustained effort, across more than two years of research, drafting, consultation, and refinement.

Arbitration in Nigeria was transformed by the Arbitration and Mediation Act, 2023 — the most significant overhaul of domestic arbitration law in thirty-five years. These Rules have been built from the ground up to give that transformation full institutional expression at the state level. Every major innovation of the AMA 2023 finds its operational counterpart here: the dual-limb commencement date provision; the Emergency Arbitration mechanism; the Award Review Tribunal; the Third-Party Funding disclosure framework; the expanded interim measures regime; the financial capacity safeguard on Award deposit orders; and the fee lien and dispute mechanism. These are not merely rules for a small ADR centre. They are a modern, complete, and internationally aligned arbitration framework capable of handling the full spectrum of commercial, construction, financial, and institutional disputes that come before Gombe State's growing economy.

Two features of these Rules deserve particular mention. First, the Step-by-Step Arbitration Roadmap in Part II of the Handbook, which runs through every stage of proceedings from pre-commencement to post-Award enforcement in plain, accessible language. This was a deliberate design choice: the Rules must be usable not only by sophisticated commercial lawyers but by every practitioner, party, and court officer who engages with the GSMDRC. Second, the Award Writing Fee disclosure provision, which requires the agreed Award Writing Fee to be stated, agreed, and recorded in Procedural Order No. 1 at the Case Management Conference stage. This provision — modest as it may appear — addresses one of the most persistent sources of post-Award frustration in institutional arbitration practice and was commended by the external reviewers.

The Directorate is deeply grateful to Ayuba Rabi, Esq., LL.M, MCI Arb (UK), and Hauwa K. Usman, Esq., FCI Arb (UK), of G. R. Ayuba and Co. / NCCDRC, whose Collaborative Review Memorandum of 3rd June 2026 produced significant and substantive improvements to these Rules. The Directorate is equally grateful to Ibrahim M. Attahir, Esq., of Taufiq Law Office, for his earlier review contributions. The dedication and professionalism of the staff of the ADR Directorate, who have supported every aspect of this project with commitment and care, is also acknowledged with sincere appreciation.

It remains, as always, to acknowledge the Honourable Chief Judge, Hon. Justice Halima S. Mohammed, without whose vision, support, and personal investment in the development of ADR in Gombe State none of this would have been possible. Her approval of these Rules on the 26th of June 2026 opens a new chapter in the administration of justice in this State.

These Rules are now in force. The Directorate looks forward to putting them to work.

SGD: _____

MUHAMMAD TUKUR JUNGUDO, ESQ.

Deputy Chief Registrar (ADR) / Director

ADR Directorate and Gombe State Multi-Door Courthouse

High Court of Justice, Gombe State

26th June 2026

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PART I — LEGAL AND INSTITUTIONAL FRAMEWORK

1. Legal Basis

Arbitration conducted under the auspices of the Gombe State ADR Directorate is governed by the following instruments, in order of precedence:

- (a)** The Arbitration and Mediation Act, 2023 (AMA 2023) — the primary federal legislation governing arbitration in Nigeria, which repealed and replaced the Arbitration and Conciliation Act, 1988.
- (b)** The Gombe State ADR Directorate (Arbitration) Rules, 2026 — the primary procedural rules for arbitration before the Directorate, set out in full at Part IV of this Handbook.
- (c)** The Gombe State Multi-Door Courthouse Practice Directions No. 2 of 2026 — the consolidated institutional framework for the GSMDC and the ADR Directorate.
- (d)** International Best Practice — the UNCITRAL Model Law on International Commercial Arbitration (as amended in 2006).

2. Institutional Architecture

The ADR Directorate of the High Court of Justice, Gombe State, serves as the institutional and administrative umbrella for all ADR proceedings. The Gombe State Multi-Door Courthouse (GSMDC) is the operational court-connected facility through which proceedings are administered and conducted. These are distinct but related bodies: the Directorate is the umbrella; the GSMDC is the operational arm.

All proceeding headings shall read: IN THE GOMBE STATE MULTI-DOOR COURTHOUSE (ARBITRATION DIVISION) / ADR DIRECTORATE / HIGH COURT OF JUSTICE, GOMBE STATE.

3. Principal Functions of the ADR Directorate

The Directorate's principal functions are:

- (a)** to receive and register Notices of Arbitration and all other filings;
- (b)** to maintain a panel of accredited and qualified Arbitrators;
- (c)** to administer appointments, challenges, and replacements of Arbitrators;
- (d)** to provide secretarial, logistical, and administrative support to Tribunals;

- (e)** to fix, collect, and account for arbitration fees and administrative charges;
- (f)** to maintain a confidential register of arbitral proceedings and deposit copies of all Awards; and
- (g)** to promote awareness of, and capacity in, arbitration within Gombe State.

PART II — STEP-BY-STEP ARBITRATION ROADMAP

Note: This Part is a practical user guide. In the event of any inconsistency between this Roadmap and the operative Arbitration Rules in Part IV, the Rules shall prevail.

STAGE 1 — PRE-COMMENCEMENT

- (a) Review the arbitration agreement to confirm: the number of arbitrators; the seat or place of arbitration; the language; and any pre-arbitration conditions such as negotiation or mediation.
- (b) Fulfil all pre-arbitration conditions and document compliance.
- (c) Where a party intends to use Third-Party Funding, disclosure will be required in the Notice of Arbitration.
- (d) Retain qualified legal representation.

Rule References: Rules 2, 3, and 8 of the Arbitration Rules, 2026. Section 2, AMA 2023.

STAGE 2 — COMMENCEMENT: NOTICE OF ARBITRATION

Arbitration is formally commenced when the Claimant delivers a Notice of Arbitration to the ADR Directorate and to the Respondent.

The Notice must include:

- (a) full names and contact details of all parties;
- (b) the arbitration agreement relied upon;
- (c) a concise statement of the nature of the dispute and relief sought;
- (d) a proposal as to the number of arbitrators;
- (e) seat, venue, or language proposal; and
- (f) disclosure of any third-party funding.

Date of commencement: For administrative purposes, arbitration commences on the date the Directorate receives the Notice. For the purposes of Section 34 of the AMA 2023 (suspension of the limitation period), arbitration commences on the date the Respondent receives the Notice. The Directorate shall record both dates in the case file.

The Respondent shall file a Response within 14 days. Failure to respond does not prevent the arbitration from proceeding.

Rule References: Rules 8, 9, 10, and 11 of the Arbitration Rules, 2026.

STAGE 3 — TRIBUNAL CONSTITUTION

Parties may agree on any number of arbitrators. Failing agreement, the default is a sole Arbitrator.

Every Arbitrator must disclose, before and throughout proceedings, any circumstance giving rise to justifiable doubts as to independence or impartiality.

Emergency Arbitration (Rule 14A): A party requiring urgent interim relief before Tribunal constitution may apply to the Directorate for an Emergency Arbitrator. The Chief Judge or ADR Judge appoints within two business days. The filing window for a Notice of Arbitration following an emergency order is not less than ten (10) business days from the date of the emergency application.

Director as Arbitrator: The Director may serve as arbitrator only in purely ad hoc cases in which the Directorate has no administrative role whatsoever. In such cases, all administrative functions shall be delegated to a senior officer designated by the ADR Judge, not the Director.

Rule References: Rules 12 to 17 of the Arbitration Rules, 2026.

STAGE 4 — CASE MANAGEMENT CONFERENCE AND PROCEDURAL ORDER NO. 1

Upon Tribunal constitution, a Case Management Conference (CMC) is held addressing: identification of issues; timetable for pleadings, evidence, and hearing; seat, venue, and mode; joinder or consolidation applications; and confidentiality matters.

Award Writing Fee: The agreed Award Writing Fee shall be disclosed, agreed by the parties, and confirmed in Procedural Order No. 1 at the CMC stage. No Award Writing Fee shall be presented to the parties after the conclusion of proceedings.

The Tribunal issues Procedural Order No. 1 (Form ADR ARB-07). See Annex B.

Rule References: Rule 18 of the Arbitration Rules, 2026.

STAGE 5 — PLEADINGS AND EVIDENCE

Statement of Issues: filed within 21 days of Tribunal constitution or as directed.

Statement of Defence and Counterclaim: filed within 21 days of receipt of the Claim.

Parties exchange relevant documents, witness statements, and expert reports per the PO1 timetable.

The Redfern Schedule (Annex D) is used for contested document production requests.

Rule References: Rules 21 and 25 of the Arbitration Rules, 2026.

STAGE 6 — INTERIM ISSUES

Jurisdictional challenges must be raised at the earliest opportunity and no later than the Statement of Defence.

The Tribunal may grant interim measures to maintain the status quo, prevent irreparable harm, preserve assets, or preserve evidence.

Security for Costs (Rule 37): Applications under Rule 37(1)(c) (just and equitable ground) shall be determined within 10 business days of filing. Impecuniosity alone, without additional bad faith factors, is not a sufficient ground for a security for costs order.

Any undisclosed third-party funding arrangement must be disclosed at this stage.

Rule References: Rules 15, 26, and 37 of the Arbitration Rules, 2026.

STAGE 7 — HEARING PREPARATION

A Pre-Hearing Conference finalises: hearing dates, venue, and format; agreed hearing bundles; time allocations; and interpretation arrangements.

English is the primary language. Where a party or witness requires Hausa interpretation, the Directorate shall arrange for qualified interpretation services.

Rule References: Rule 22 of the Arbitration Rules, 2026.

STAGE 8 — THE HEARING

Sequence: Opening Submissions — Witness Evidence (examination, cross-examination, re-examination) — Expert Evidence — Closing Submissions.

Witnesses may testify in English or Hausa with interpretation.

All hearings are private and confidential. Hearings may be conducted by video link or other remote means.

Rule References: Rules 22(2), 22(3), and 22(4) of the Arbitration Rules, 2026.

STAGE 9 — POST-HEARING

Post-Hearing Submissions filed within the timeframe directed by the Tribunal.

Costs Submissions made before close of proceedings.

The Tribunal formally declares proceedings closed when satisfied that parties have had a full opportunity to present their cases.

Rule References: Rules 24, 28, and 38 of the Arbitration Rules, 2026.

STAGE 10 — THE AWARD

Types of Award: Final Award; Interim or Partial Award; Consent Award (Form ADR ARB-11).

Every Award must be: in writing; signed; dated; state the seat; state reasons unless waived; and specify costs and their allocation.

Time Limit (Rule 30): The Final Award must be rendered within 90 days of close of proceedings. An Award issued after expiry of this period but before the Tribunal's mandate is formally revoked remains valid. A party may apply to the Chief Judge for directions where the Tribunal fails to render its Award within the prescribed period.

Fee Lien (Rule 38): The Directorate holds a lien on the Final Award pending full payment of fees. Any dispute as to the Directorate's fee assessment shall be referred to the Chief Judge for final determination. The Chief Judge may direct release of the Award pending such determination.

Rule References: Rules 28 to 34A and Rule 38 of the Arbitration Rules, 2026.

STAGE 11 — POST-AWARD REMEDIES

Correction and Interpretation (Rule 31): Within 30 days of receipt, any party may apply to correct errors or obtain interpretation of a specific point.

Award Review Tribunal (Rule 34): Where parties have opted in under Sections 55 and 56 of the AMA 2023, the ART mechanism provides a review before resorting to the courts. Rule 34 addresses: grounds for

review; the opt-in requirement; ART composition; the effect on court challenge; and the relationship between ART decisions and subsequent court proceedings.

Deposit of Award Sum Pending Review (Rule 34A): Where a party seeks ART review or court challenge, the Tribunal or Directorate may direct deposit of the Award sum into a designated escrow account. In making such an order, regard shall be had to the financial capacity of the applicant and the order shall not have the practical effect of denying access to the review mechanism. Partial security or alternative security may be accepted where a full deposit would be oppressive.

Enforcement: The Award may be enforced by the High Court. The Court shall not review the merits in enforcement proceedings.

Rule References: Rules 31 to 34A of the Arbitration Rules, 2026.

PART III — MODEL PRECEDENTS AND TEMPLATES

ANNEX A — REQUEST FOR ARBITRATION (Form ADR ARB-01)

See Schedule C — Working Forms at the end of this Handbook.

ANNEX B — PROCEDURAL ORDER NO. 1 (Form ADR ARB-07)

See Schedule C — Working Forms at the end of this Handbook.

ANNEX C — CONSENT AWARD (Form ADR ARB-11)

See Schedule C — Working Forms at the end of this Handbook.

ANNEX D — REDFERN SCHEDULE — DOCUMENT PRODUCTION TEMPLATE (Form ADR ARB-09)

See Schedule C — Working Forms at the end of this Handbook. The Redfern Schedule is used to manage contested document production requests in arbitration. The Tribunal reviews the schedule and issues rulings in Column 6.

ANNEX E — DIRECTORATE SCHEDULE OF FEES

The full Schedule of Fees is set out in Part IX of the Practice Directions No. 2 of 2026. The following summary applies to arbitration services:

S/No.	Item	Fee (N)	Notes
1.	Filing of Request for Arbitration	N10,000	Includes case registration
2.	Administrative Fee — claims up to N100,000,000	2% of claim value (N50,000 min; N500,000 max)	
3.	Administrative Fee — claims above N100,000,000	N500,000 + 1% of excess above N100,000,000 (N5,000,000 maximum cap)	Subject to biennial review
4.	Arbitrator's Fee	N20,000 to N50,000 per sitting	Subject to complexity
5.	Award Writing Fee	N50,000 to	Disclosed at CMC;

		N100,000 — agreed and recorded in Procedural Order No. 1 at CMC stage	never post-Award
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PART IV — GOMBE STATE ADR DIRECTORATE (ARBITRATION) RULES, 2026

(Made Pursuant to the Gombe State Multi-Door Courthouse Practice Directions No. 2 of 2026)

PART I — PRELIMINARY

Rule 1: Citation and Commencement

These Rules may be cited as the Gombe State ADR Directorate (Arbitration) Rules, 2026 and shall come into force on the ____26th____ day of _____June,_____ 2026.

Rule 2: Application

1. These Rules shall apply to all arbitration proceedings conducted under the auspices of the ADR Directorate of the High Court of Justice, Gombe State.
2. Where the parties have agreed that arbitration shall be conducted under these Rules, such arbitration shall be subject to these Rules as in force on the date of commencement.
3. Nothing in these Rules shall prejudice the application of the AMA 2023 or any other applicable federal legislation.
4. In the event of any conflict between these Rules and the AMA 2023, the provisions of the Act shall prevail.

Rule 2A: Institutional Architecture

The ADR Directorate serves as the institutional and administrative umbrella for all ADR proceedings conducted under these Rules. The Gombe State Multi-Door Courthouse (GSMDC) is the operational court-connected component of the Directorate. All proceeding headings shall read: IN THE GOMBE STATE MULTI-DOOR COURTHOUSE (ARBITRATION DIVISION) / ADR DIRECTORATE / HIGH COURT OF JUSTICE, GOMBE STATE. References to the "Directorate" denote the umbrella body; references to the "GSMDC" denote the case-handling facility.

Rule 3: Objectives

The objectives of these Rules are to:

- (a) promote the speedy, efficient, and fair resolution of disputes through arbitration;
- (b) ensure party autonomy while maintaining the supervisory jurisdiction of the Court;
- (c) provide institutional support for arbitral proceedings in Gombe State;
- (d) enhance the role of the ADR Directorate in fostering professionalism and capacity in arbitration;
- (e) align arbitration practice in Gombe State with national and international best practice; and
- (f) give effect to the provisions of the AMA 2023 at the state level.

Rule 4: Interpretation

In these Rules:

"Act" means the Arbitration and Mediation Act, 2023.

"ADR" means Alternative Dispute Resolution, including arbitration, mediation, and neutral evaluation.

"ADR Judge" means a Judge of the High Court of Gombe State designated by the Chief Judge to oversee ADR-related matters under these Rules.

"Award" means any final, interim, partial, or consent award of the Tribunal.

"Chief Judge" means the Hon. Chief Judge of Gombe State.

"Director" means the Director of the ADR Directorate of the High Court of Justice, Gombe State.

"Directorate" means the ADR Directorate — the institutional and administrative umbrella for all ADR proceedings, including those conducted through the GSMDC.

"Emergency Arbitrator" means an arbitrator appointed under Rule 14A to grant urgent interim or conservatory relief before the constitution of the Tribunal.

"GSMDC" means the Gombe State Multi-Door Courthouse — the operational court-connected component of the Directorate.

"Third-Party Funder" means any natural or legal person who is not a party to the arbitration and who provides funds or material support to a party in exchange for remuneration or reimbursement dependent on the outcome.

"Tribunal" means one or more arbitrators appointed to resolve a dispute, or an arbitral tribunal duly constituted under these Rules.

PART II — SUPERVISION AND ADMINISTRATION

Rule 5: Supervisory Authority

1. The Hon. Chief Judge shall exercise supervisory authority over all arbitration proceedings under these Rules.
2. The Chief Judge may designate a Judge of the High Court as the Designated ADR Judge.
3. Any act performed by the Designated ADR Judge under such delegation shall be deemed performed under the authority of the Chief Judge.

Rule 6: Functions of the Director

The Director shall:

- (1) serve as administrative head of the ADR Directorate;
- (2) maintain a current roster of qualified Arbitrators, Mediators, and Neutral Evaluators;
- (3) issue notices, administrative directions, and procedural roadmaps;
- (4) supervise sittings without interfering with Tribunal independence;
- (5) liaise with the Chief Judge or ADR Judge on arbitration policy;
- (6) promote training and accreditation; and
- (7): The Director may act as Arbitrator under these Rules only where: (i) the arbitration is purely ad hoc and the Directorate has no administrative role whatsoever — meaning the matter has not been filed with, registered by, or assigned any case reference number by the Directorate; (ii) both parties consent in writing; (iii) no conflict of interest exists and the Director has made full written disclosure of all his concurrent institutional roles and any other relevant circumstance; and (iv) the appointment is approved in writing by the Chief Judge or Designated ADR Judge before it takes effect.
- (8) perform such other functions as may be assigned.

Rule 7: Delegation Where Director Acts as Arbitrator

Where the Director is appointed as an Arbitrator under Rule 6(7), or as Emergency Arbitrator under Rule 14A(8), all administrative functions of the Directorate in those proceedings shall be delegated to a senior officer of the Directorate designated in writing by the Designated ADR Judge — not by the Director. The designated officer shall have no reporting obligation to the Director in respect of the administrative functions so delegated and shall report directly to the Designated ADR Judge for the duration of those proceedings. The Directorate shall notify the parties of such delegation accordingly.

PART III — COMMENCEMENT OF ARBITRATION

Rule 8: Notice of Arbitration

1. Arbitration shall be commenced by delivery of a Notice of Arbitration to the Directorate and to the Respondent.
2. Delivery may be effected by:
 - (a) personal delivery;
 - (b) registered or courier post;
 - (c) electronic communication; or
 - (d) such other means as the Tribunal may direct.
3. An arbitration agreement concluded or evidenced by electronic communication satisfies the writing requirement under Section 2(4)(a) of the Act.
4. The Notice of Arbitration shall include:
 - (a) full names and contact details of all parties;
 - (b) the arbitration agreement relied upon;
 - (c) a concise statement of the dispute and relief sought;
 - (d) a proposal as to the number of arbitrators; and
 - (e) any proposal for seat, venue, or language.
5. Where a party is funded by a Third-Party Funder, the Claimant shall disclose the existence and identity of the Funder in the Notice.

Rule 9: Response to the Notice of Arbitration

1. The Respondent shall, within 14 days of receipt, deliver a Response to the Directorate and to the Claimant.
2. The Response shall include:
 - (a) confirmation or denial of claims;
 - (b) any defence, set-off, or counterclaim;
 - (c) comments on the number of arbitrators; and
 - (d) any proposal for seat, venue, or language.
3. Failure to deliver a Response within the prescribed time shall not prevent the arbitration from proceeding.

Rule 10: Date of Commencement

1. For administrative purposes, arbitration shall be deemed to have commenced on the date on which the Directorate receives the Notice of Arbitration.
2. For the purposes of Section 34 of the AMA 2023 (suspension of the limitation period), arbitration commences on the date the Notice of Arbitration is received by the Respondent.
3. The Directorate shall promptly notify the parties of the date of commencement and shall record both dates in the case file.

Rule 11: Registration and Filing

1. All notices, pleadings, submissions, and documents shall be filed with the Directorate, which shall maintain the case file.
2. The Directorate shall acknowledge receipt of all filed documents.
3. Documents filed by electronic communication shall be treated as duly filed where receipt is acknowledged by the Directorate.

PART IV — THE ARBITRAL TRIBUNAL

Rule 12: Number of Arbitrators

1. The parties may agree on the number of arbitrators.
2. Failing agreement, the Tribunal shall consist of a sole Arbitrator.
3. Where parties have agreed on an even number, an additional presiding arbitrator shall be appointed under Rule 13.

Rule 13: Appointment of Arbitrators

1. Parties may agree on the appointment procedure.
2. Failing agreement:
 - (a) in a sole arbitrator case, any party may apply to the Court or any recognised arbitral institution in Nigeria;
 - (b) in a three-arbitrator case, each party appoints one within 14 days, and the two so appointed jointly appoint the presiding arbitrator within a further 14 days. Failures are resolved by the Director.
3. Regard shall be had to the nature of the dispute, qualifications of the arbitrator, and the need for independence and impartiality.

Rule 13A: Joinder of Additional Parties

1. A party may apply for joinder of an additional party before the close of pleadings.
2. Joinder is available where:
 - (a) all parties and the additional party consent in writing; or
 - (b) the Tribunal is satisfied on prima facie evidence that the additional party is bound by the arbitration agreement.

Rule 13B: Consolidation of Arbitral Proceedings

1. Where all parties to two or more pending arbitral proceedings consent in writing, the Directorate may facilitate consolidation where the disputes arise out of the same or related transactions.
2. Where parties do not all consent to consolidation, the Directorate shall not direct consolidation unilaterally. Any party may refer the matter to the High Court for a consolidation order under the AMA 2023.
3. A direction to consolidate without unanimous party consent is beyond the Directorate's institutional competence and shall have no effect.
4. Where parties do not all consent to consolidation and any party refers the matter to the High Court for a consolidation order, the Directorate shall, upon written request of any party, provide administrative assistance and make available relevant case file documents to facilitate the court application. Such assistance shall not constitute an expression of position by the Directorate on

the merits of the consolidation application, and the Directorate shall maintain strict neutrality between the parties in providing such assistance.

Rule 14: Qualifications and Independence

1. Every Arbitrator shall be and remain impartial and independent throughout proceedings.
2. A person proposed as Arbitrator shall, before accepting appointment, disclose in writing any circumstances giving rise to justifiable doubts as to independence, impartiality, or qualifications.
3. The duty of disclosure is continuing throughout the proceedings.

Rule 14A: Emergency Arbitration

1. A party requiring urgent interim relief before Tribunal constitution may apply in writing to the Directorate for an Emergency Arbitrator.
2. The application shall:
 - (a) state the nature of the urgent relief;
 - (b) state reasons for urgency; and
 - (c) state whether it is made without notice and if so why.
3. The Chief Judge or ADR Judge shall appoint an Emergency Arbitrator within two business days of receipt.
4. The Emergency Arbitrator shall establish a schedule giving all parties a reasonable opportunity to be heard.
5. The Emergency Arbitrator may make any interim order or conservatory measure that the Tribunal could make.
6. Any emergency order shall cease to be binding if:
 - (a) the Tribunal, upon constitution, modifies or vacates it;
 - (b) the Claimant fails to file a Notice of Arbitration within not less than ten (10) business days of the emergency application, or within such period as the Directorate shall determine; or
 - (c) the proceedings are otherwise terminated.
7. The Emergency Arbitrator shall not subsequently serve on the Tribunal, unless parties agree otherwise.

8. The Director shall not serve as Emergency Arbitrator in any arbitration administered by or registered with the Directorate. In a purely ad hoc emergency arbitration in which the Directorate has no administrative role whatsoever, the Director may serve as Emergency Arbitrator subject to:

- (a) the written consent of all parties;
- (b) a full conflict check and written disclosure;
- (c) the prior written approval of the Chief Judge or Designated ADR Judge; and
- (d) delegation of all administrative functions to a senior officer designated by the Designated ADR Judge.

Rule 15: Challenge of Arbitrators

1. An Arbitrator may be challenged if circumstances exist giving rise to justifiable doubts as to independence, impartiality, or qualifications.
2. A challenge shall be filed within 14 days of awareness of the relevant circumstances.
3. The ADR Judge or Chief Judge rules on challenges after giving all parties an opportunity to be heard.
4. A pending challenge shall not automatically stay proceedings unless otherwise directed.

Rule 16: Replacement of Arbitrators

1. Where an Arbitrator resigns, is challenged successfully, is removed, or is unable to act, a substitute shall be appointed under Rule 13.
2. The reconstituted Tribunal shall decide whether prior proceedings shall be repeated.

Rule 17: Arbitrator Immunity

An Arbitrator, the Emergency Arbitrator, the Director, the ADR Judge, and any officer of the Directorate acting in an arbitral or administrative capacity shall not incur personal liability for good-faith acts in performance of their functions. Nothing in this Rule shall relieve any person of liability for acts in bad faith.

PART V — ARBITRAL PROCEEDINGS

Rule 18: General Principles

1. Parties shall be treated with equality throughout.
2. Each party shall have a full and fair opportunity to present its case.
3. The Tribunal shall conduct proceedings in a fair, expeditious, and cost-effective manner.
4. The Tribunal shall at all times act impartially.

Rule 19: Seat and Venue

1. The seat of arbitration shall be Gombe State, Nigeria, unless parties agree otherwise.
2. Hearings may be held at any location the Tribunal considers appropriate, including by virtual means, without affecting the seat.

Rule 20: Language

1. The language of arbitration shall be English, unless parties agree otherwise.
2. The Tribunal may order documents in another language to be accompanied by a translation.

Rule 21: Submissions

1. Statement of Issues: filed within 21 days of Tribunal constitution or as directed.
2. Statement of Defence: filed within 21 days of receipt of the Claim.
3. A Counterclaim shall be filed with the Defence.
4. The Tribunal may permit amendments, having regard to the stage and any prejudice.

Rule 22: Hearings and Written Proceedings

1. The Tribunal shall hold hearings at such times as it considers appropriate.
2. The Tribunal may, with agreement, determine the dispute entirely on documents.
3. Hearings shall be private and confidential.
4. The Tribunal may conduct hearings by video link or remote means with appropriate safeguards.

Rule 23: Default of a Party

Where a party fails without sufficient cause to appear or file submissions, the Tribunal may proceed and render an Award on the basis of evidence properly before it, provided adequate notice was given.

Rule 24: Closing of Proceedings

When the Tribunal is satisfied that parties have had a full opportunity to present their cases, it shall declare proceedings closed. No further submissions or evidence shall be admitted without leave.

Rule 25: Evidence and Witnesses

1. The Tribunal shall determine admissibility, relevance, materiality, and weight of evidence.
2. The Tribunal shall not be bound by strict rules of court evidence.
3. Witnesses may be examined in chief, cross-examined, and re-examined.
4. The Tribunal may appoint its own expert witnesses.

Rule 26: Interim Measures

1. The Tribunal may grant interim measures to:
 - (a) maintain or restore the status quo;
 - (b) prevent current or imminent harm;
 - (c) preserve assets; or
 - (d) preserve evidence.
2. Before granting an interim measure, the Tribunal shall satisfy itself on a prima facie basis that harm not reparable by damages is likely and the requesting party has a reasonable possibility of success.
3. Any interim measure may be enforced by the Court under Sections 19 to 28 of the AMA 2023.

Rule 27: Third-Party Funding

1. Third-party funding arrangements are permissible in accordance with the AMA 2023.
2. A party with a funding arrangement shall disclose it and the identity of the Funder at the earliest opportunity.
3. The Tribunal shall take funding arrangements into account when allocating costs.

4. The Tribunal may require disclosure of any arrangement if a conflict of interest may arise.

PART VI — THE AWARD

Rule 28: Decision-Making

1. Decisions shall be by majority of all Tribunal members.
2. Where a majority cannot be reached, the presiding arbitrator shall have the casting vote.

Rule 29: Form and Contents of Award

1. Every Award shall:
 - (a) be in writing;
 - (b) be signed;
 - (c) be dated;
 - (d) state the seat;
 - (e) state reasons unless waived; and
 - (f) specify costs and allocation.
2. The Tribunal may render interim, partial, or final awards at different stages.
3. Copies shall be deposited with the Directorate within seven days.
4. The Directorate shall serve a copy on each party as soon as practicable.

Rule 30: Time Limit for Award

1. Unless extended, the Tribunal shall render its Final Award within 90 days of close of proceedings.
2. Where additional time is required, the Tribunal shall apply to the Chief Judge for an extension, stating the reasons, and shall notify the parties.
3. An Award issued after expiry of the prescribed or extended period, but before the Tribunal's mandate is formally revoked, shall remain valid.
4. A party may apply to the Chief Judge for directions where the Tribunal fails to render its Award within the prescribed period. The Chief Judge may give such directions as are appropriate, including directions for the expeditious completion of the Award.

Rule 31: Correction and Interpretation

1. Within 30 days of receipt, any party may apply to correct clerical or typographical errors or obtain interpretation of a specific point.
2. The Tribunal may make corrections on its own initiative within 30 days.
3. Any correction or interpretation forms part of the Award.

Rule 32: Finality and Binding Effect

1. An Award is final and binding.
2. The parties undertake to comply immediately.
3. Challenge is only available on the limited grounds set out in the AMA 2023.

Rule 33: Enforcement

1. An Award may be enforced by the Court in accordance with the AMA 2023.
2. In computing any limitation period for enforcement, the period of the arbitration shall be excluded.
3. The Court shall not review the merits in enforcement proceedings.

Rule 34: Award Review Tribunal (ART)

1. Where parties have opted into the ART mechanism under Sections 55 and 56 of the AMA 2023, a review may be sought before resorting to the courts.
2. The ART opt-in must be expressly stated in the arbitration agreement or in a subsequent written agreement.
3. Grounds for ART review are the same as the grounds set out in Section 55 of the AMA 2023.
4. The ART shall consist of three persons appointed in accordance with the AMA 2023. No person who served on the original Tribunal may serve on the ART.
5. ART proceedings do not preclude subsequent court application. The time for court application shall run from the date of the ART decision, not the date of the original Award.
6. An ART decision does not bar court proceedings on grounds not addressed in the ART review.
7. The opting-in of parties to the ART mechanism shall not affect the finality of the original Award pending review.

Rule 34A: Deposit of Award Sum Pending Review or Appeal

1. Where a party seeks to invoke the ART mechanism or applies to any court for the setting aside, review, suspension, or challenge of an Award, the Tribunal or Directorate may, upon application by the successful party or on its own motion, direct that the whole or any part of the Award sum be deposited into an escrow account designated and maintained by the ADR Directorate pending the determination of such review, challenge, or appeal.
2. No application for review or appeal shall operate as a stay of enforcement unless the applicant complies with any order made under this Rule.
3. Funds deposited under this Rule shall be held by the Directorate as stakeholder and shall not be released except:
 - (a) upon final determination;
 - (b) by written agreement of all parties; or
 - (c) pursuant to an order of the ART or a Court of competent jurisdiction.
4. In determining whether to order a deposit, regard shall be had to: the amount of the Award; the financial standing of the parties; the risk of asset dissipation; the interests of justice; and the need to preserve the efficacy of the Award.
5. Failure to comply with an order under this Rule within the specified time shall constitute grounds for dismissing the review application or lifting any stay of enforcement previously granted.
6. In making an order under this Rule, the Tribunal, Award Review Tribunal, or Court shall have regard to the financial capacity of the applicant to comply with a deposit order and shall not make an order that would, in all the circumstances, have the practical effect of denying the applicant access to the review or challenge mechanism. Where a full deposit of the Award sum would be oppressive having regard to the applicant's financial circumstances, the Tribunal, Award Review Tribunal, or Court may accept as an alternative:
 - (a) a partial deposit of such proportion of the Award sum as is proportionate and just;
 - (b) a bank guarantee or letter of credit from a reputable financial institution;
 - (c) a charge or security over identified assets of equivalent value; or

(d) such other form of security as the Tribunal, Award Review Tribunal, or Court considers adequate to protect the interests of the successful party pending determination.

PART VII — COSTS AND FEES

Rule 35: Arbitrators' Fees

1. Arbitrators' fees shall be fixed in accordance with the Directorate's published Schedule of Fees.
2. The Schedule shall be published and made available prior to commencement.

Rule 36: Administrative Fees

The Directorate shall charge administrative fees as published in the Schedule of Fees. The Directorate may require advance payment on costs at such time as it considers appropriate.

Rule 37: Security for Costs

1. The Tribunal may, upon application, order security for costs where:
 - (a) the claim appears manifestly exaggerated;
 - (b) there is reason to believe a party may not satisfy a costs order; or
 - (c) other circumstances make it just and equitable to require security.
2. Applications under Rule 37(1)(c) shall be determined by the Tribunal within ten (10) business days of filing. The Tribunal shall have regard to whether the application is proportionate and not deployed for a collateral purpose.
3. An order for security shall not be made where the sole reason is that the opposing party is impecunious, without additional factors suggesting bad faith.
4. An order shall not be made solely on the ground that a party is a foreign national or domiciled outside Nigeria.
5. The Tribunal shall give all parties an opportunity to be heard before making such an order.

Rule 38: Allocation of Costs

1. The Tribunal shall fix all costs in the Final Award.
2. Costs include:
 - (a) fees and expenses of arbitrators;

- (b) administrative fees of the Directorate;
- (c) reasonable legal and other costs of the parties; and
- (d) where applicable, costs of third-party funding.

3. The Tribunal shall apportion costs having regard to outcome, conduct of the parties, and other relevant circumstances.

4. The Directorate holds a lien on the Final Award pending full payment of all outstanding fees. Any dispute as to the Directorate's fee assessment shall be referred to the Chief Judge for final determination under Rule 21A of the Practice Directions No. 2 of 2026. The Chief Judge may direct release of the Award pending such determination. The pendency of a fee dispute shall not automatically prevent enforcement unless the Chief Judge otherwise directs.

PART VIII — MISCELLANEOUS

Rule 39: Practice Directions

The Hon. Chief Judge may issue further Practice Directions to supplement and guide implementation of these Rules.

Rule 40: Confidentiality

1. All arbitral proceedings, documents, and Awards shall be confidential.
2. Confidentiality is maintained unless:
 - (a) required by law or court order;
 - (b) necessary for enforcement or challenge of an Award; or
 - (c) all parties agree in writing to waive confidentiality.
3. The Tribunal may make orders for the protection of confidential information.

Rule 41: Settlement and Consent Awards

1. If parties settle before the Final Award, the Tribunal shall, at joint request, record the settlement as a Consent Award.
2. A Consent Award has the same status and effect as any other Award.

Rule 42: Record-Keeping

The Directorate shall maintain a confidential register of all arbitral proceedings and retain copies of all Awards in accordance with applicable court record-keeping requirements.

Rule 43: Saving Provision

1. These Rules shall not affect any arbitration commenced before the date they came into effect.
2. Where parties to a pending arbitration agree in writing, the arbitration may be transferred to these Rules.

Rule 44: Interpretation of Rules

Any question as to the interpretation or application of these Rules shall be determined by the Chief Judge, whose decision shall be final.

SCHEDULE — INTERPRETIVE NOTES AND DRAFTING MEMORANDUM

This Schedule is for guidance only and does not form part of the Rules themselves.

1. The correct Part numbering corrects the structural duplication in the original draft. The Arbitral Tribunal provisions now form Part IV (Rules 12 to 17) and the Arbitral Proceedings provisions form Part V (Rules 18 to 27).
2. The definition of "ADR" does not include "conciliation", which was replaced by mediation under the AMA 2023.
3. Rules 13A and 13B (Joinder and Consolidation) give effect to the AMA 2023 multi-party framework. Rule 13B provides for Directorate facilitation of court consolidation applications where parties do not all consent.
4. Rule 14A (Emergency Arbitration): the filing window for a Notice of Arbitration following an emergency order is not less than ten (10) business days. The Director is excluded from serving as Emergency Arbitrator in any Directorate-administered matter.
5. Rule 17 (Arbitrator Immunity) gives effect to Section 13 of the AMA 2023.
6. Rule 26 (Interim Measures) reflects Sections 19 to 28 of the AMA 2023.
7. Rule 27 (Third-Party Funding) gives effect to Sections 61 and 91 of the AMA 2023.
8. Rule 30 (Time Limit for Award): an Award issued after expiry of the prescribed period but before the mandate is formally revoked remains

valid; a mechanism for reporting delay to the Chief Judge has been included.

9. Rule 34 (Award Review Tribunal) addresses grounds, opt-in mechanism, ART composition, effect on court challenge, and the relationship between ART decisions and subsequent court proceedings.

10. Rule 34A (Deposit of Award Sum): the escrow mechanism includes a financial capacity and proportionality safeguard in sub-rule (7), ensuring that the provision does not have the practical effect of denying access to the review mechanism.

11. Rule 37 (Security for Costs): a 10-business-day determination deadline applies to Rule 37(1)(c) applications; impecuniosity alone is not a sufficient ground.

12. Rule 38(4) (Lien on Award): fee disputes are referred to the Chief Judge with power to direct release of the Award pending determination.

13. Rule 2A clarifies the institutional architecture. Standard proceeding heading prescribed.

**PART V — GOMBE STATE MULTI-DOOR COURTHOUSE PRACTICE DIRECTIONS
NO. 2 OF 2026**

The Gombe State Multi-Door Courthouse Practice Directions No. 2 of 2026 are incorporated herein by reference and form an integral part of the institutional framework within which these Arbitration Rules operate. Where both instruments apply to a particular situation, the Arbitration Rules shall prevail in respect of arbitral proceedings. The full text of the Practice Directions is set out in the Practice Directions No. 2 of 2026 published by the ADR Directorate.

SCHEDULE C — WORKING FORMS

ARBITRATION FORMS AND SHARED FORMS

The following forms are prescribed for use in arbitration proceedings at the GSMDC. Each form is cross-referenced to the applicable stage of proceedings and the Rule that prescribes it.

FORMS INDEX WITH CROSS-REFERENCES

Form No.	Form Title	Stage / Rule	Completed By
ADR-S01	Case Intake and Registration (SHARED)	Stage 1 / Rule 8 ARB Rules	Registry
ADR-S02	Notice of Hearing / Session (SHARED)	Stages 4,7,8 / Rule 22	Registry
ADR-S03	Confidentiality and ADR Agreement (SHARED)	Stage 1 / Rule 40	All Parties + Neutral
ADR ARB-01	Request for Arbitration	Stage 2 / Rule 8	Claimant
ADR ARB-02	Acknowledgment of Receipt	Stage 2 / Rule 11	Registry
ADR ARB-03	Answer to Request for Arbitration	Stage 2 / Rule 9	Respondent
ADR ARB-04	Notice of Counterclaim	Stage 2 / Rules 12-13	Respondent
ADR ARB-05	Notice of Arbitrator Appointment / Challenge	Stage 3 / Rules 13,15	Parties / Registry
ADR ARB-06	Arbitrator's Declaration of Independence and Impartiality	Stage 3 / Rule 14	Arbitrator
ADR ARB-07	Procedural Order No. 1	Stage 4 / Rule 18	Arbitral Tribunal
ADR ARB-08	Notice of Hearing	Stage 7 / Rule 22	Registry / Tribunal
ADR ARB-09	Redfern Schedule — Document Production	Stage 5 / Rules 22,25	Parties
ADR ARB-10	Final Arbitral Award	Stage 10 / Rules 29-33	Arbitral Tribunal
ADR ARB-11	Consent Award	Stage 10 / Rule 41	Arbitral Tribunal
ADR ARB-12	Request for Certified Copy of Award	Stage 11 / Rule 33	Party

HIGH COURT OF JUSTICE, GOMBE STATE
DIRECTORATE OF ALTERNATIVE DISPUTE RESOLUTION
GOMBE STATE MULTI-DOOR COURTHOUSE

Form ADR-S01

CASE INTAKE AND REGISTRATION FORM

All ADR Proceedings — Arbitration and Mediation — Registry Use

Cross-reference: Stage 1 of Arbitration Roadmap | Rule 8, Arbitration Rules 2026 | Rules 4 and 5,
Practice Directions No. 2 of 2026

FOR OFFICIAL USE ONLY

Field	Detail	Field	Detail
Case Reference No.		Date Received	
Received by		Filing Fee Paid (N)	
Receipt No.		Allocated to (Officer)	

Type of proceedings:

☐ Arbitration ☐ Mediation ☐ Neutral Evaluation ☐ Other ADR

Basis of referral:

☐ Walk-in / Voluntary ☐ Court-Referred ☐ Contractual Clause ☐ GSMDC Direct Referral

PART A — INITIATING PARTY

Full Legal Name: _____

Address: _____

Telephone: _____

Email Address: _____

Occupation / Nature of Business: _____

Legal Representative (Name): _____

Representative's Telephone: _____

Representative's Email: _____

PART B — OTHER PARTY (RESPONDENT)

Full Legal Name: _____

Address: _____

Telephone: _____

Email Address: _____

Legal Representative (Name): _____

Representative's Email: _____

PART C — NATURE AND VALUE OF DISPUTE

Category of dispute:

☐ Commercial / Contract ☐ Landlord / Tenant ☐ Employment / Workplace
☐ Construction / Engineering ☐ Banking / Finance ☐ Tort / Personal Injury
☐ Community / Neighbourhood ☐ Family / Matrimonial Property ☐ Other
(specify below)

Other (specify): _____

Brief description of the dispute:

Estimated value of claim (N): _____

PART D — COURT REFERRAL (IF APPLICABLE)

Referring Court / Division: _____

Suit / Case Number: _____

Referring Judge / Magistrate: _____

Date of Referral Order: _____

Terms of referral order (if specific):

PART E — REGISTRY CHECKLIST

Documents received:

☐ Completed intake form ☐ Filing fee receipt ☐ Copy of relevant contract
☐ Court referral order (if applicable) ☐ Request for ADR form ☐ Letter of
authority (if representative)

Suitability assessment:

☐ Matter suitable for arbitration ☐ Matter suitable for mediation ☐ Not suitable
— reasons below

Reasons if unsuitable:

Signed: _____

Name: _____

Date: _____

Registry Officer, ADR Directorate, Gombe State

Form ADR-S02
NOTICE OF HEARING / SESSION

Issued by the ADR Directorate — Arbitration and Mediation

Cross-reference: Stages 4, 7, and 8 of Arbitration Roadmap | Rule 22, Arbitration Rules 2026 | Rule 14, Practice Directions No. 2 of 2026

FOR OFFICIAL USE ONLY

Field	Detail	Field	Detail
Case Reference No.		Type of Proceedings	
Session Number		Date of This Notice	

PARTIES

Claimant / Initiating Party: _____

Respondent / Other Party: _____

Arbitrator(s) / Mediator: _____

NOTICE OF SCHEDULED SESSION

You are hereby notified that a hearing / session in the above matter has been scheduled as follows. Attendance is MANDATORY unless the ADR Directorate is notified in writing at least 24 hours in advance.

Date of Session: _____

Time: _____

Venue / Location: _____

Mode of Session: _____

Room / Platform Link: _____

Mode:

☐ In-person at ADR Directorate, High Court Complex ☐ Virtual (video conference)

☐ Hybrid ☐ Telephone

ATTENDANCE AND PREPARATION REQUIREMENTS

1. Each party must attend in person or be represented by a person holding written authority to negotiate and conclude a binding settlement on behalf of that party.

2. A party unable to attend must notify the ADR Directorate in writing at least 24 hours before the session. Late notice without good cause attracts a penalty fee of N10,000 per session.
3. All parties must bring valid means of identification and all relevant documents.
4. All proceedings are STRICTLY CONFIDENTIAL. Parties must not record sessions without written consent of all parties and the Neutral.
5. Where parties are legally represented, counsel must hold valid authority and be prepared to assist their client in reaching a resolution.

Signed: _____

Name: _____

Date: _____

Director / Authorised Officer, ADR Directorate, Gombe State

Form ADR-S03

CONFIDENTIALITY AND ADR AGREEMENT

All Parties and Neutral to Sign — Before Any Session Commences

**Cross-reference: Rule 40, Arbitration Rules 2026 | Rules 7 and 17, Practice
Directions No. 2 of 2026 | Sections 86, 88, 90, AMA 2023**

**IN THE GOMBE STATE MULTI-DOOR COURTHOUSE | HIGH COURT OF JUSTICE,
GOMBE STATE**

Case Reference No.: _____

Type of Proceedings: _____

Date of This Agreement: _____

THE PARTIES AND NEUTRAL

First Party:

Full Name: _____

Address: _____

Second Party:

Full Name: _____

Address: _____

Third Party (if applicable):

Full Name: _____

Address: _____

Neutral (Mediator / Arbitrator):

Full Name: _____

Accreditation / Qualifications: _____

Role: _____

AGREED TERMS

The Parties and the Neutral HEREBY AGREE as follows:

1. **VOLUNTARY PARTICIPATION.** The Parties confirm that their participation is entirely voluntary and in good faith.
2. **WITHOUT PREJUDICE.** All discussions, proposals, admissions, and documents produced solely for these ADR proceedings are without prejudice and shall not be admissible as evidence in any subsequent proceedings — Section 90, AMA 2023.
3. **STATUTORY CONFIDENTIALITY.** All information relating to these proceedings is subject to statutory confidentiality under Section 88 of the AMA 2023 and contractual confidentiality under Rule 17 of the Practice Directions No. 2 of 2026.
4. **PRIVATE SESSIONS.** Information disclosed in private sessions shall not be shared with other parties without the express consent of the disclosing party.
5. **NO RECORDING.** No audio, video, or electronic recording of any session shall be made without prior written consent of all parties and the Neutral.
6. **NON-COMPELLABILITY.** No Party shall call the Neutral, the Director of ADR, or any officer of the Directorate as a witness or expert in any proceedings arising out of this dispute.
7. **AUTHORITY TO SETTLE.** Each Party confirms that it, or its authorised representative, has full authority to negotiate and to execute a binding and final settlement.
8. **LIMITATION PERIOD.** The applicable limitation period is suspended from the date of commencement by operation of Section 86 of the AMA 2023 and Rule 24 of the Practice Directions No. 2 of 2026.
9. **FEES.** The Parties agree to pay all applicable fees in accordance with the published Schedule of Fees.
10. **GOVERNING RULES.** These proceedings are governed by the Practice Directions No. 2 of 2026, the Arbitration Rules, 2026 (where applicable), and the AMA 2023.

Signed: _____

Name: _____

Date: _____

First Party / Authorised Representative

Signed: _____

Name: _____

Date: _____

Second Party / Authorised Representative

Signed: _____

Name: _____

Date: _____

Neutral (Mediator / Arbitrator)

Signed: _____

Name: _____

Date: _____

Witnessed by ADR Directorate

Form ADR ARB-01

REQUEST FOR ARBITRATION

Notice of Arbitration — Filed by the Claimant at Commencement

*Cross-reference: Stage 2 of Arbitration Roadmap | Rule 8, Arbitration Rules 2026 | Section 43,
AMA 2023 | Filing fee: N10,000*

**IN THE GOMBE STATE MULTI-DOOR COURTHOUSE (ARBITRATION DIVISION)
ADR DIRECTORATE | HIGH COURT OF JUSTICE, GOMBE STATE
IN THE MATTER OF ARBITRATION UNDER THE GOMBE STATE ADR DIRECTORATE
(ARBITRATION) RULES, 2026**

Between: _____ ("Claimant")

And: _____ ("Respondent")

1. PARTIES

Claimant:

Full Legal Name: _____

Address: _____

Telephone: _____

Email Address: _____

Legal Representative (Name and Firm): _____

Representative's Address: _____

Representative's Telephone: _____

Representative's Email: _____

Respondent:

Full Legal Name: _____

Address: _____

Telephone: _____

Email Address: _____

Legal Representative (Name and Firm): _____

Representative's Address: _____

Representative's Email: _____

2. ARBITRATION AGREEMENT

Title of Contract / Agreement: _____

Date of Contract / Agreement: _____

Clause / Article Number: _____

Relevant clause text:

3. SEAT, VENUE, AND LANGUAGE

☐ Gombe, Gombe State (Default) ☐ Other (specify below)

Other (specify): _____

☐ English ☐ Hausa ☐ English and Hausa (with interpretation)

4. NUMBER OF ARBITRATORS

☐ Sole Arbitrator (1) — disputes up to N50,000,000 ☐ Three Arbitrators (3) — disputes above N50,000,000 ☐ As determined by the ADR Directorate

Nominated Arbitrator's Name: _____

Qualifications / Accreditation: _____

Contact Details (Tel / Email): _____

5. NATURE OF DISPUTE

Concise description of the dispute and key issues:

6. RELIEF AND REMEDIES SOUGHT

(a) _____ Payment of N _____ being

(b) Declaration that: _____

(c) Specific performance of: _____

(d) Interest at _____ % per annum from _____ to the date of the Award.

(e) Costs of the arbitration.

(f) Such further or other relief as the Tribunal deems just.

7. THIRD-PARTY FUNDING DISCLOSURE

☐ Yes — details below ☐ No

Name of Third-Party Funder: _____

Address of Third-Party Funder: _____

8. SUPPORTING DOCUMENTS ATTACHED

☐ Contract / Agreement (full copy) ☐ Arbitration clause extract

☐ Relevant correspondence ☐ Invoices / statements of account

☐ Evidence of prior demands / default notices ☐ Court referral order (if applicable)

FILING REQUIREMENT: File THREE (3) copies. Serve ONE (1) copy on the Respondent simultaneously. Filing fee: N10,000.

Signed: _____

Name: _____

Date: _____

Claimant / Claimant's Solicitor

Filed with ADR Directorate on: _____

Receipt No.: _____

Form ADR ARB-02

ACKNOWLEDGMENT OF RECEIPT

Issued by the Registry to the Claimant upon Filing

Cross-reference: Stage 2 / Rule 11, Arbitration Rules 2026 / Issued immediately upon receipt of Request for Arbitration.

IN THE GOMBE STATE MULTI-DOOR COURTHOUSE (ARBITRATION DIVISION)

To: Claimant / Claimant's Solicitor:

Name: _____

Address: _____

FOR OFFICIAL USE ONLY

Field	Detail	Field	Detail
Case Reference No.		Date of Receipt	
Receipt No.		Filing Fee Received (N)	
Received by		Allocated to (Officer)	

ACKNOWLEDGMENT

The ADR Directorate hereby ACKNOWLEDGES receipt of:

1. A Request for Arbitration (Form ADR ARB-01) filed on behalf of the above-named Claimant.
2. The filing fee of N _____ duly paid. Official Receipt No.: _____
3. The following documents attached to the Request:

CASE REFERENCE NUMBER: ARB / GSMDC / _____ / _____

NEXT STEPS

1. A copy of the Request for Arbitration will be served on the Respondent within THREE (3) working days.
2. The Respondent has THIRTY (30) DAYS from the date of service to file an Answer (Form ADR ARB-03).
3. The parties are invited to agree on the appointment of an Arbitrator within FOURTEEN (14) DAYS of the Respondent's Answer. Failing agreement, the Director of ADR will make the appointment.
4. All further communications should quote the Case Reference Number above.

Signed: _____

Name: _____

Date: _____

Director / Registry Officer, ADR Directorate, Gombe State

Form ADR ARB-03

ANSWER TO REQUEST FOR ARBITRATION

Filed by the Respondent within 30 Days of Service

Cross-reference: Stage 2 | Rule 9, Arbitration Rules 2026 | File within 30 days. Counterclaim? Also file Form ADR ARB-04.

**IN THE GOMBE STATE MULTI-DOOR COURTHOUSE (ARBITRATION DIVISION)
ADR DIRECTORATE | HIGH COURT OF JUSTICE, GOMBE STATE**

Between: _____ ("Claimant")

And: _____ ("Respondent")

Case Reference No.: _____

Date of Service of Request: _____

Date of This Answer: _____

1. RESPONDENT'S DETAILS

Full Legal Name: _____

Address: _____

Telephone: _____

Email Address: _____

Legal Representative (Name and Firm): _____

Representative's Address: _____

Representative's Email: _____

2. RESPONSE TO ARBITRATION AGREEMENT

[] No — the Respondent accepts that a valid arbitration agreement exists [] Yes — the Respondent objects on the following grounds (specify below)

Grounds for objection (if any):

3. RESPONSE TO THE CLAIMANT'S REQUEST

[] The Respondent ADMITS the Claimant's claim in full [] The Respondent PARTIALLY ADMITS the claim [] The Respondent DENIES the Claimant's claim in full

Details of admissions, denials, and defences:

4. ARBITRATOR NOMINATION (IF APPLICABLE)

Nominated Co-Arbitrator's Name:

Qualifications / Accreditation:

Contact Details (Tel / Email): _____

[] The Respondent AGREES to the Claimant's nominated Arbitrator [] The Respondent OBJECTS — grounds below

Grounds for objection:

5. SEAT, VENUE, AND LANGUAGE

☐ Agrees with the Claimant's proposal ☐ Proposes a different seat / language (specify below)

Proposed alternative: _____

6. THIRD-PARTY FUNDING DISCLOSURE

☐ Yes — details below ☐ No

Name of Third-Party Funder (if applicable): _____

7. SUPPORTING DOCUMENTS ATTACHED

☐ Relevant contracts or agreements ☐ Correspondence / notices ☐ Evidence in support of defences ☐ List of exhibits with index

FILING REQUIREMENT: File THREE (3) copies within 30 days of service. Serve ONE (1) copy on the Claimant.

Signed: _____

Name: _____

Date: _____

Respondent / Respondent's Solicitor

Filed with ADR Directorate on: _____

Receipt No.: _____

Form ADR ARB-04

NOTICE OF COUNTERCLAIM

Filed by the Respondent — Arbitration

Cross-reference: Stage 2 | Rules 12 and 13, Arbitration Rules 2026 | File with ADR Directorate and serve on the Claimant simultaneously.

IN THE GOMBE STATE MULTI-DOOR COURTHOUSE (ARBITRATION DIVISION)

Case Reference No.: _____

Date: _____

COUNTERCLAIMING PARTY (RESPONDENT)

Full Legal Name: _____

Legal Representative: _____

NATURE OF COUNTERCLAIM

Concise description of the counterclaim and grounds:

RELIEF SOUGHT ON COUNTERCLAIM

(a) Payment of N _____ being

(b) Declaration that: _____

(c) Such further relief as the Tribunal deems just.

Value of Counterclaim (N): _____

Filing fee paid (N): _____

Receipt No.: _____

SUPPORTING DOCUMENTS ATTACHED

☐ Evidence in support of counterclaim ☐ Relevant contracts / documents ☐
Correspondence ☐ Other

Signed: _____

Name: _____

Date: _____

Respondent / Respondent's Solicitor

Filed with ADR Directorate on: _____

Receipt No.: _____

Form ADR ARB-05

NOTICE OF ARBITRATOR APPOINTMENT / CHALLENGE

Filed by Party — Appointment Proposal or Challenge

***Cross-reference: Stage 3 | Rules 13, 14, 15, Arbitration Rules 2026 | Challenge must be filed within
14 days of becoming aware of the ground.***

Case Reference No.: _____

Date: _____

Filed by (Party): _____

☐ Proposing / Confirming an agreed Arbitrator appointment ☐ Challenging an
existing or proposed Arbitrator appointment

SECTION A — ARBITRATOR APPOINTMENT

Name of Proposed Arbitrator: _____

Professional Qualifications: _____

Accreditation (e.g. FCI Arb, MCI Arb): _____

Area of Expertise: _____

Contact Address: _____

Telephone / Email: _____

Basis of appointment:

☐ By agreement of all parties ☐ Nominated by Claimant as co-arbitrator ☐
Nominated by Respondent as co-arbitrator ☐ By the Director of ADR pursuant to
Rule 13

☐ Yes — all parties consent ☐ No — see Section B below

SECTION B — CHALLENGE TO ARBITRATOR

A challenge may only be raised on grounds of justifiable doubts as to impartiality or independence, or lack of agreed qualifications. Challenge must be filed within 14 days — Rule 15, Arbitration Rules, 2026; Section 11, AMA 2023.

Name of Arbitrator Challenged: _____

Date of Appointment / Discovery of Ground: _____

☐ Justifiable doubts as to impartiality ☐ Justifiable doubts as to independence ☐
Failure to disclose required information ☐ Lack of agreed qualifications

Full particulars of grounds for challenge:

Signed: _____

Name: _____

Date: _____

Challenging Party / Legal Representative

Filed with ADR Directorate on: _____

Receipt No.: _____

Form ADR ARB-06

ARBITRATOR'S DECLARATION OF INDEPENDENCE AND IMPARTIALITY

Signed by Each Arbitrator Before Accepting Appointment

***Cross-reference: Stage 3 | Rule 14, Arbitration Rules 2026 | Sections 11 and 12, AMA 2023 | File
with ADR Directorate within 5 days of acceptance.***

IN THE GOMBE STATE MULTI-DOOR COURTHOUSE (ARBITRATION DIVISION)

Case Reference No.: _____

Names of Parties: _____

Date of This Declaration: _____

DECLARATION

Full Name: _____

Professional Qualifications / Accreditation: _____

Nationality: _____

Business Address: _____

Telephone / Email: _____

1. I have read the Request for Arbitration and the relevant documents. I have been asked to serve as [Sole Arbitrator / Presiding Arbitrator / Co-Arbitrator] (delete as applicable) in the above arbitration.
2. I am independent of the parties and their counsel. There is no relationship, financial interest, or other circumstance that could reasonably give rise to justifiable doubts as to my independence or impartiality, EXCEPT AS DISCLOSED BELOW.
3. To the best of my knowledge, I have no conflict of interest with any party or their legal representative, EXCEPT AS DISCLOSED BELOW.
4. I have the qualifications and expertise required by the parties' agreement and the Arbitration Rules, 2026.
5. I am available to devote such time as is necessary and will make a final Award within the time stipulated in any Procedural Order.
6. I undertake to maintain confidentiality in accordance with Rule 40 of the Arbitration Rules, 2026, and Section 84 of the AMA 2023.
7. I undertake to disclose immediately any circumstance arising during this arbitration that may give rise to justifiable doubts as to my impartiality or independence.

DISCLOSURES (MANDATORY — WRITE "NONE" IF NOTHING TO DISCLOSE)

MANDATORY DISCLOSURE — Rule 14; Section 12, AMA 2023. Disclose any relationship or financial interest in the outcome.

Disclosure:

I understand that a false declaration may render any Award I make liable to be set aside.

Signed: _____

Name: _____

Date: _____

Arbitrator

Received by ADR Directorate:

Date: _____

Form ADR ARB-07
PROCEDURAL ORDER NO. 1

Case Management Order — Issued by the Arbitral Tribunal

Cross-reference: Stage 4 | Rule 18, Arbitration Rules 2026 | File with ADR Directorate and serve on all parties within 48 hours.

IN THE GOMBE STATE MULTI-DOOR COURTHOUSE (ARBITRATION DIVISION)
ADR DIRECTORATE | HIGH COURT OF JUSTICE, GOMBE STATE
IN THE MATTER OF ARBITRATION UNDER THE GOMBE STATE ADR DIRECTORATE
(ARBITRATION) RULES, 2026

Between: _____ ("Claimant")

And: _____ ("Respondent")

Case Reference No.: _____

Arbitrator(s): _____

Date of Preliminary Meeting / CMC: _____

Date of This Order: _____

THE ARBITRAL TRIBUNAL, having consulted the parties at the Case Management Conference pursuant to Rule 18 of the Gombe State ADR Directorate (Arbitration) Rules, 2026, HEREBY ORDERS as follows:

ORDER 1 — APPLICABLE RULES AND LAW

The arbitration shall be conducted under the Gombe State ADR Directorate (Arbitration) Rules, 2026, and the Arbitration and Mediation Act, 2023. In the event of conflict, the AMA 2023 prevails.

Applicable substantive law: _____

ORDER 2 — SEAT AND VENUE

☐ Gombe, Gombe State, Nigeria ☐ Other (specify below)

Other (specify): _____

☐ At ADR Directorate, High Court Complex, Gombe ☐ Virtually — platform (specify below)

Platform (specify): _____

ORDER 3 — LANGUAGE

☐ English ☐ Hausa ☐ English and Hausa (with interpretation)

ORDER 4 — PROCEDURAL TIMETABLE

Procedural Step	Date / Deadline
Statement of Issues (Claimant)	
Statement of Defence and Counterclaim (Respondent)	
Reply to Defence / Defence to Counterclaim	
Document Production — Redfern Schedule (if directed)	
Witness Statements	
Expert Reports (if any)	
Pre-Hearing Conference	
Hearing (start date)	
Post-Hearing Submissions (if directed)	
Close of Proceedings	
Final Award (target — within 90 days of close of proceedings)	

ORDER 5 — EVIDENCE AND WITNESSES

1. Witnesses shall testify in English or Hausa. The Directorate shall arrange interpretation services as required.
2. The Tribunal is not bound by strict rules of evidence.

☐ Expert evidence permitted — parties to seek leave ☐ Not required in this case ☐
To be determined by the Tribunal

ORDER 6 — COSTS

The costs of the arbitration shall be determined and allocated by the Tribunal in the Final Award in accordance with the ADR Directorate's Schedule of Fees and Rule 38, Arbitration Rules 2026.

ORDER 7 — AWARD WRITING FEE

The agreed Award Writing Fee is: N _____ This fee has been disclosed and agreed by the parties at this Case Management Conference stage and is payable upon delivery of the Final Award. No further Award Writing Fee will be presented after conclusion of proceedings.

ORDER 8 — THIRD-PARTY FUNDING

[] No third-party funding arrangement exists (confirmed by both parties) [] Third-party funding has been disclosed in accordance with Rule 27

ORDER 9 — CONFIDENTIALITY

All proceedings, documents, and communications shall remain strictly confidential in accordance with Rule 40 of the Arbitration Rules 2026.

ORDER 10 — FURTHER DIRECTIONS

IT IS SO ORDERED.

Signed: _____

Name: _____

Date: _____

Presiding Arbitrator

Signed: _____

Name: _____

Date: _____

Co-Arbitrator (if applicable)

Form ADR ARB-08

NOTICE OF HEARING

Issued by the Arbitral Tribunal via the ADR Directorate Registry

Cross-reference: Stages 7 and 8 | Rule 22, Arbitration Rules 2026 | At least 14 days' notice required.

IN THE GOMBE STATE MULTI-DOOR COURTHOUSE (ARBITRATION DIVISION)

Case Reference No.: _____

Between (parties): _____

Arbitrator(s): _____

NOTICE OF HEARING

PLEASE TAKE NOTICE that the hearing in the above-captioned arbitration has been fixed as follows. Attendance is MANDATORY.

Date(s) of Hearing: _____

Commencement Time: _____

Expected Duration: _____

Venue: _____

Mode: _____

☐ Full evidentiary hearing ☐ Preliminary hearing / CMC ☐ Witness examination only ☐ Expert evidence

HEARING BUNDLE

The Claimant shall prepare and circulate a paginated Hearing Bundle agreed with the Respondent by no later than:

Bundle Filing Deadline: _____

Copies required: _____

DIRECTIONS PRIOR TO HEARING

Signed: _____

Name: _____

Date: _____

Presiding Arbitrator / Registry, ADR Directorate, Gombe State

Form ADR ARB-09

REDFERN SCHEDULE

Document Production Template — Arbitration Proceedings

Cross-reference: Stage 5 / Rules 22 and 25, Arbitration Rules 2026

Case Reference No.: _____

Round of Document Production: _____

Requesting Party: _____

Date Submitted to Tribunal: _____

HOW TO USE THIS SCHEDULE

Column 2: Category of documents requested. Column 3: Relevance and materiality. Column 4: Other Party's response or objection. Column 5: Requesting Party's reply. Column 6: Tribunal's decision. All parties complete their columns and exchange simultaneously unless the Tribunal directs otherwise.

No.	Documents Requested	Relevance &	Response / Objection	Reply to Objection	Tribunal's Decision
-----	---------------------	-------------	----------------------	--------------------	---------------------

		Materiality			
1.					
2.					
3.					
4.					
5.					

Signed: _____

Signed: _____

Name: _____

Name: _____

Date: _____

Date: _____

Requesting Party / Legal Representative

Other Party / Legal Representative

Form ADR ARB-10

FINAL ARBITRAL AWARD

Template — Issued by the Arbitral Tribunal

Cross-reference: Stage 10 | Rules 29, 30, 33, Arbitration Rules 2026 | Sections 29 and 54, AMA 2023 | Serve on ALL parties simultaneously within 48 hours.

IN THE GOMBE STATE MULTI-DOOR COURTHOUSE (ARBITRATION DIVISION)

ADR DIRECTORATE | HIGH COURT OF JUSTICE, GOMBE STATE

FINAL ARBITRAL AWARD

Award No.: ARB / GSMDC / _____ / _____

Between: _____ ("Claimant")

And: _____ ("Respondent")

Case Reference No.: _____

Seat of Arbitration: _____

Presiding Arbitrator: _____

Co-Arbitrators (if any): _____

Date of Hearing / Close of Proceedings: _____

Date of This Award: _____

THE TRIBUNAL

Composition of the Tribunal:

PROCEDURAL HISTORY

ISSUES FOR DETERMINATION

FINDINGS OF FACT

APPLICABLE LAW AND LEGAL ANALYSIS

DECISION / OPERATIVE PART OF THE AWARD

THE TRIBUNAL HEREBY AWARDS AND DECIDES AS FOLLOWS:

1. [Payment / Declaration / Specific Performance — as determined]:
2. Interest (if any):
3. Counterclaim (if any):
4. Costs of the arbitration:

FINALITY AND ENFORCEMENT

This Award is FINAL AND BINDING and enforceable as a judgment of the High Court of Justice, Gombe State — Section 54, AMA 2023; Rule 33, Arbitration Rules, 2026.

Seat (Place) of this Award: _____

RIGHTS OF PARTIES AFTER THIS AWARD:

- (a) Correction / Interpretation: Apply within 30 days — Rule 31, Arbitration Rules 2026.
- (b) Challenge at High Court: Within 3 months of service — Section 57, AMA 2023.
- (c) Award Review Tribunal: Where parties have opted in — Rule 34, Arbitration Rules 2026.
- (d) Enforcement: Apply to High Court — Section 54, AMA 2023.

MADE and SIGNED at _____ on the date stated above.

Signed: _____

Signed: _____

Name: _____

Name: _____

Date: _____

Date: _____

Presiding Arbitrator

Co-Arbitrator (if applicable)

RECEIVED AND REGISTERED BY THE ADR DIRECTORATE

Date of Registration: _____

Registered by: _____

Award No. Assigned: _____

Form ADR ARB-11

CONSENT AWARD

Arbitration — Where Parties Settle During Proceedings

Cross-reference: Stage 10 | Rule 41, Arbitration Rules 2026 | Section 57, AMA 2023 | Deposit signed copy with ADR Directorate within 7 days.

IN THE GOMBE STATE MULTI-DOOR COURTHOUSE (ARBITRATION DIVISION)

Case Reference No.: _____

Presiding Arbitrator: _____

Date of This Consent Award: _____

THE ARBITRAL TRIBUNAL, the parties having reached an amicable settlement and having jointly requested the Tribunal to record the agreed terms as a Consent Award pursuant to Rule 41 of the Gombe State ADR Directorate (Arbitration) Rules, 2026, and Section 57 of the Arbitration and Mediation Act, 2023, HEREBY AWARDS by consent as follows:

AGREED TERMS OF SETTLEMENT (RECORDED AS CONSENT AWARD)

Term 1:

Term 2:

Term 3:

Term 4:

COSTS

[] Each party bears its own costs [] Costs borne equally [] As agreed (specify below)

As agreed (specify): _____

Total arbitration costs fixed by the Tribunal (N): _____

FINALITY

This Consent Award is FINAL AND BINDING — Section 54, AMA 2023.

Seat of this Award: _____

IT IS SO AWARDED.

Signed: _____

Name: _____

Date: _____

Presiding Arbitrator

Signed: _____

Name: _____

Date: _____

Co-Arbitrator (if applicable)

CONFIRMED BY THE PARTIES:

Signed: _____

Signed: _____

Name: _____

Name: _____

Date: _____

Date: _____

Claimant / Authorised Representative

Respondent / Authorised Representative

Deposited with ADR Directorate on: _____

Form ADR ARB-12

REQUEST FOR CERTIFIED COPY OF AWARD

For Use in Enforcement — Filed by the Award Creditor

***Cross-reference: Stage 11 / Rule 33, Arbitration Rules 2026 / Section 54, AMA 2023 /
Certified copies issued within 48 hours of receipt.***

Case Reference No.: _____

Award No.: _____

Date of Award: _____

Name of Requesting Party: _____

Capacity (Claimant / Respondent): _____

Legal Representative: _____

Contact Telephone / Email: _____

PURPOSE OF CERTIFIED COPY

☐ Enforcement at the High Court (Section 54, AMA 2023) ☐ Enforcement in a foreign jurisdiction ☐ File maintenance ☐ Other (specify below)

Other (specify): _____

Number of certified copies requested: _____

IDENTIFICATION VERIFICATION

☐ National Identity Card ☐ International Passport ☐ Voter's Card

☐ Driver's Licence ☐ Corporate Registration (RC Number) ☐ Letter of authority from party (if representative)

Identity document number: _____

CERTIFIED COPY FEE

Fee paid (N): _____

Receipt No.: _____

Signed: _____

Name: _____

Date: _____

Requesting Party / Legal Representative

FOR DIRECTORATE USE

Issued by: _____

Date issued: _____

Copies issued: _____

MADE AT GOMBE THIS __26th ____ DAY OF _____ June, _____ 2026

SGD:

HON. JUSTICE HALIMA S. MOHAMMED

Chief Judge of Gombe State

High Court of Justice, Gombe State

SGD:

M. T. JUNGUDO, ESQ.

Deputy Chief Registrar (ADR) / Director

ADR Directorate and Gombe State Multi-Door Courthouse

High Court of Justice, Gombe State