CLEARINGHOUSE

How to manage your UDRP/Court cases and labels

Trademark Clearinghouse

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Version 1.2

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1. Introduction

The following guide will explain how to add the abused domain name labels and their corresponding UDRP or Court cases. For an overview of our UDRP/Court case pricing please refer to the fee structure.

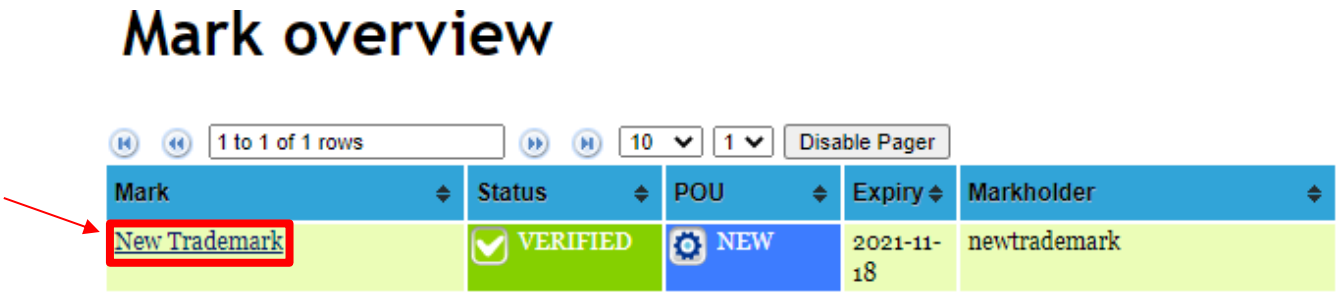
Please note that Abused Domain Name Labels are only valid for the Claims service.

2. Adding UDRP cases

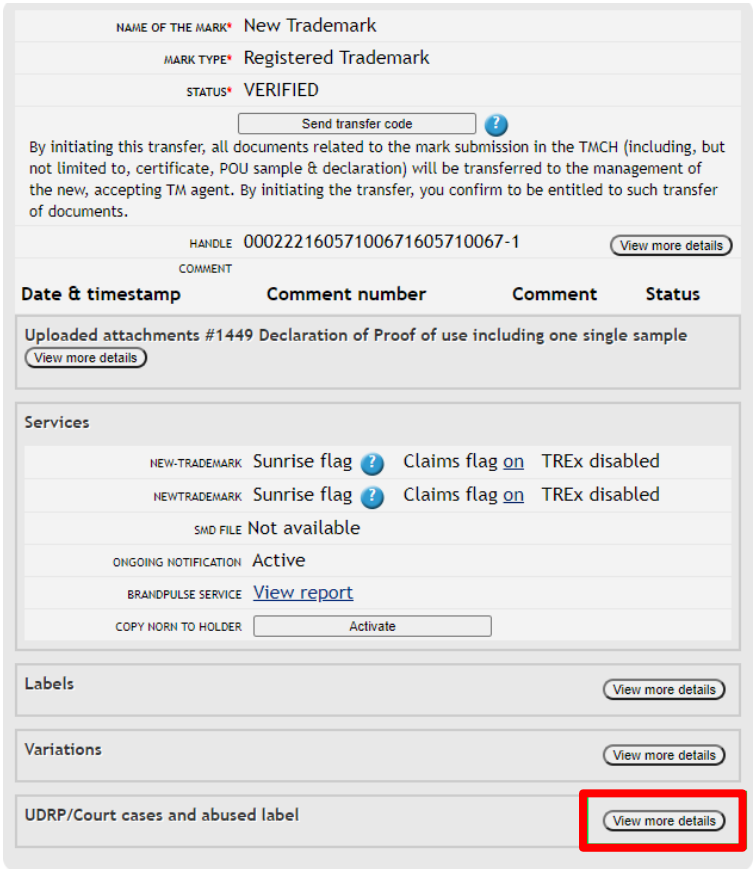
2.1. Adding a UDRP case and labels

After your trademark record has been verified, you will be able to add a UDRP case and the related abused label(s) to the trademark record.

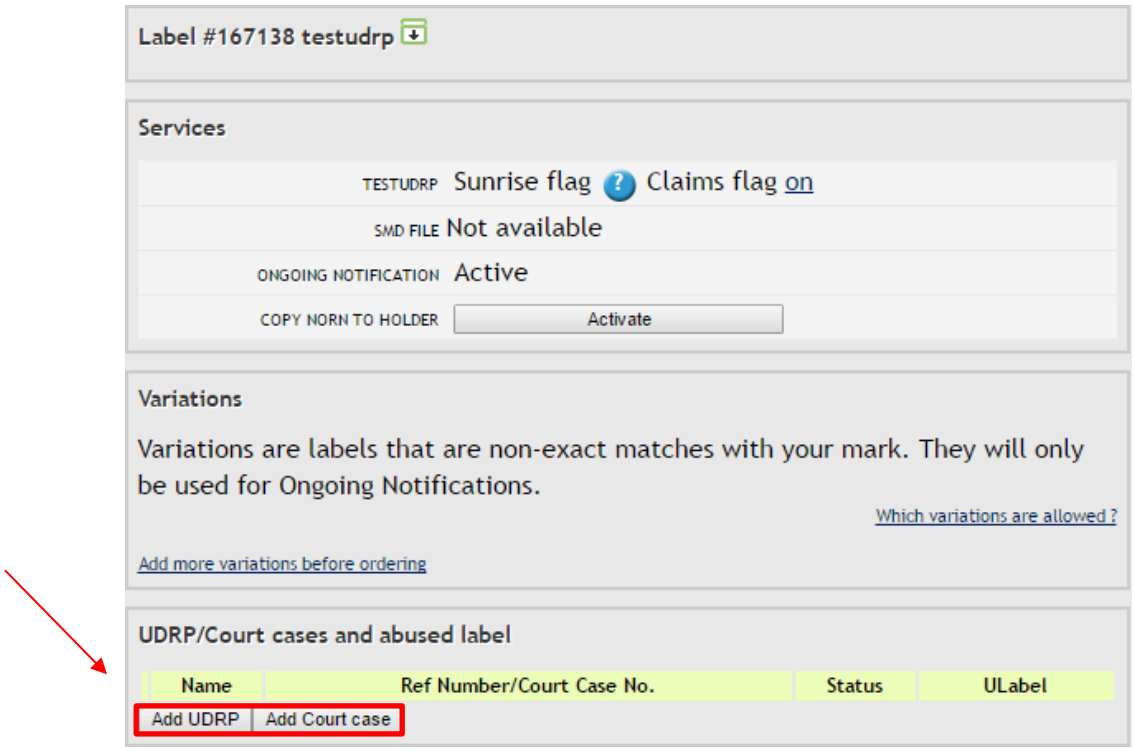
To do so, log into your TMCH account, you will automatically be on tab on the "Mark overview page". Then, click on the trademark record for which you would like to add the UDRP case and labels and scroll down to the bottom of the page.



Click on the "View more details" button next to "UDPR/Court cases and abused label"

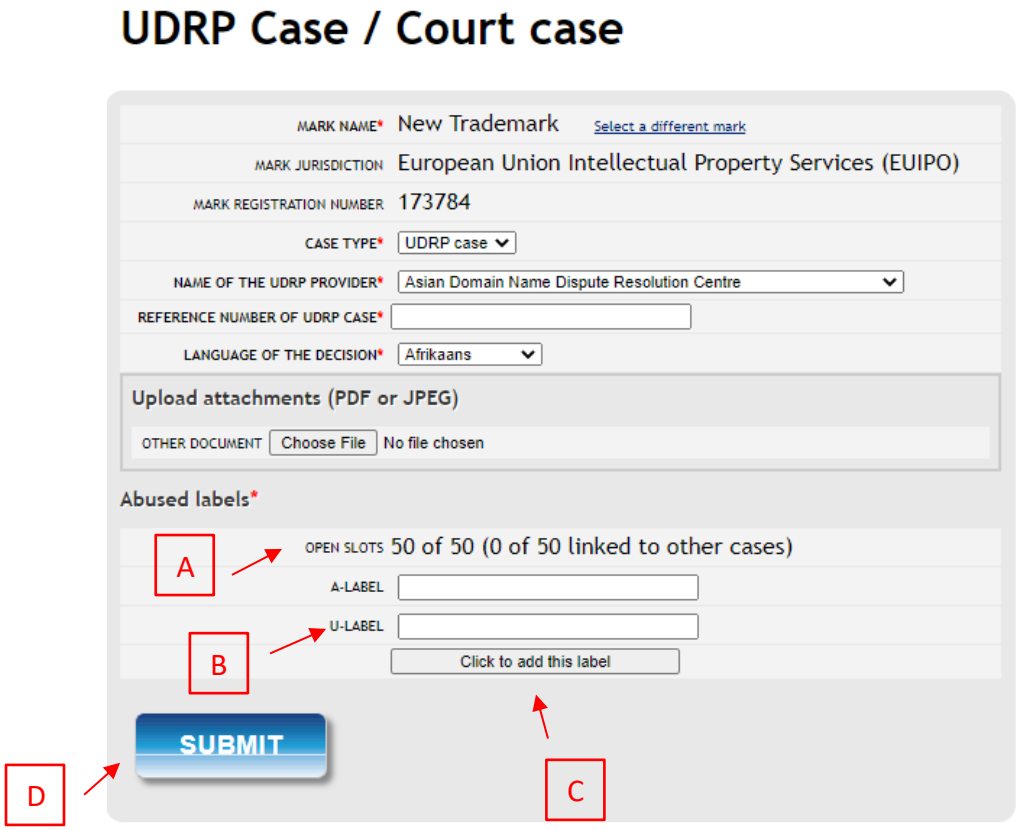


Select “Add UDRP” in order to add a UDRP case. Please note that the type of case can be changed later on in the process as well.



2.2. Registration page

After clicking on “Add UDRP” you will be redirected to the registration page.



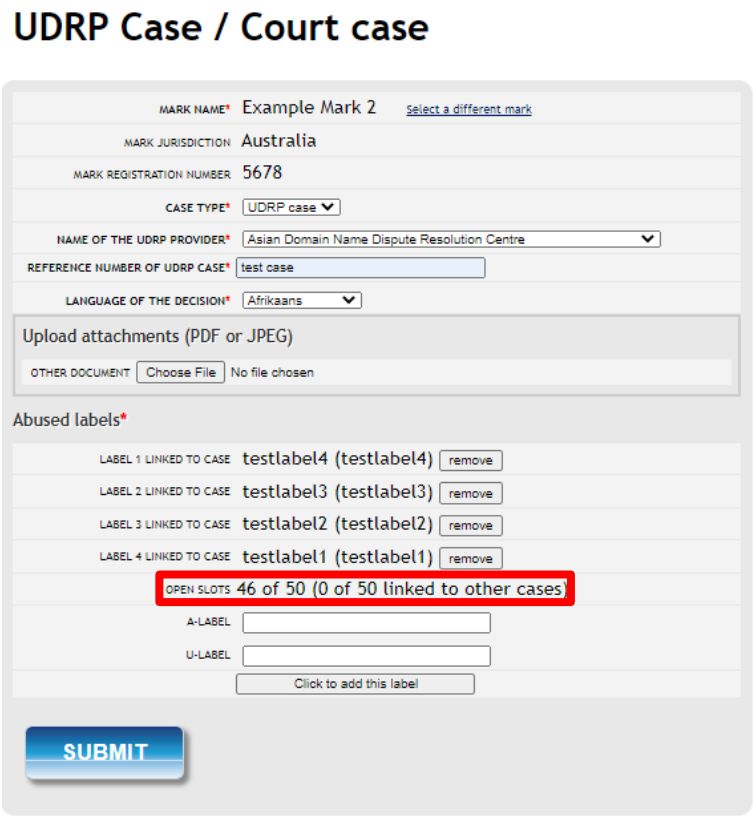
On the registration page, fill in the mandatory fields (marked with an asterisk) of the case and add the labels. On this page, you will also be able to select the “Case type” you wish to submit.

Please note the following:

- Depending on previous cases, you will have the possibility to add up to 50 labels. If you added a case before, this number will be less. You can check the number of allowed labels by looking at the “Open slots” field **(A).**
- You can add the labels in “A-label” or “U-label” form. Only the “U-label” will be shown In the overview **(B).**
- At least 1 label must be added, therefore, do not forget to click on “Click to add this label”, otherwise the label will not be added to your case **(C).**

After you have filled in the mandatory fields and added the labels, select “Submit” **(D).** You will now be redirected to the order overview.

Please find below an example of a completed registration form for a UDRP case. As can be seen in the example, the "Open slots" count has been lowered to 46, since 4 abused labels have earlier been added.



2.3. "Review Order" page

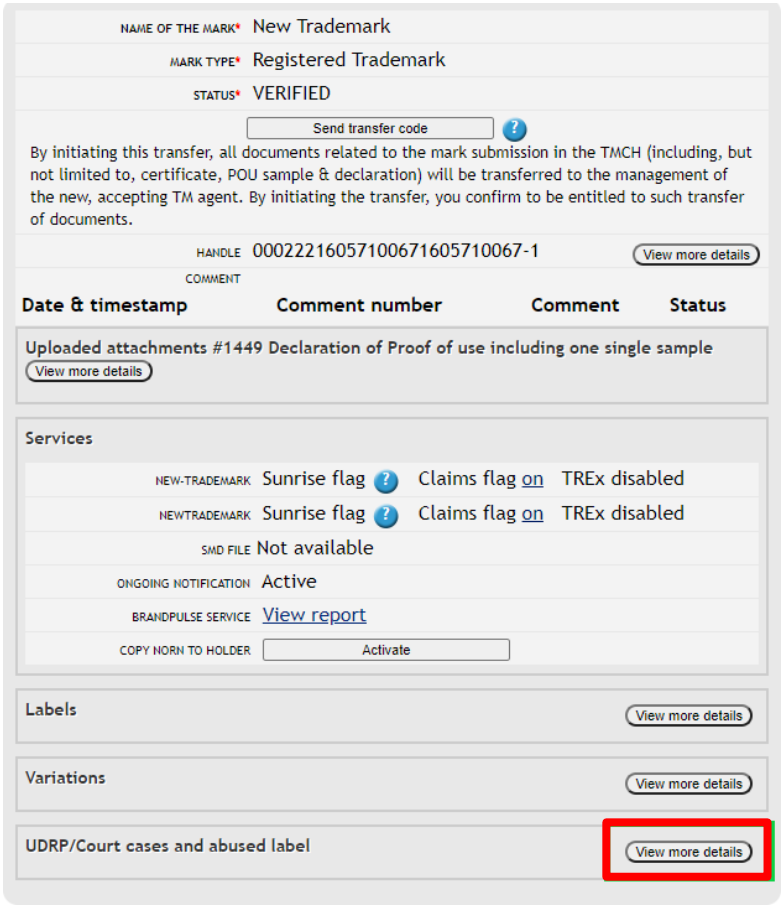
On this page you will be able to review and update your order.

- If you wish to add more cases to the trademark record, click on the mark name in the second column **(A)** of the "Review Order" page. This will redirect you to the trademark record page. You can then follow the steps as described in section 2.1 and add a new case**.** The previous case will be saved on the "Review Order" page.
- If you wish to submit a new trademark record, please click on "Add other mark record" **(B).**

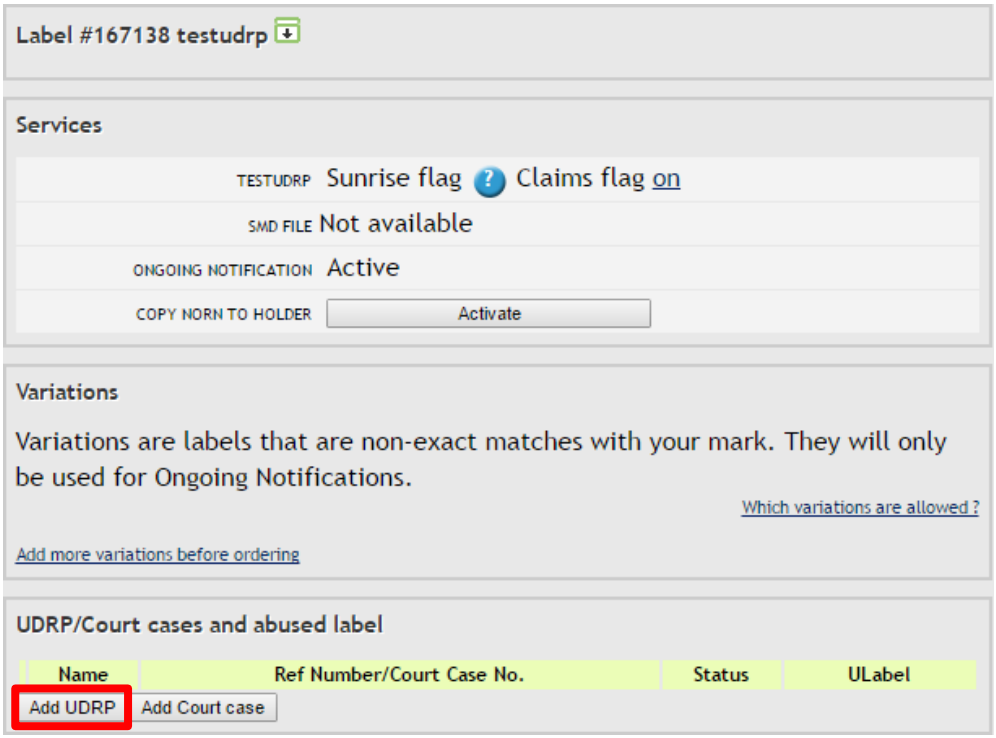
On this page, you can also remove your order by clicking on the recycle bin.

If you are finished with your order click on "Submit all for checkout" **(C)** and you will be redirected to the payment page.

In case you clicked on the trademark name in order to add a new case, please navigate to the bottom of the trademark record and click on “View more details” next to “UDRP/Court cases and abused label”.



After you clicked on the “View more details” button, select “Add UDRP”.



You will then be redirected to the registration form. Please note that the "Open slots" count also takes into account abused labels added in previous cases.

2.4. Payment page

After clicking on “Submit all for checkout” on the “Review Order” page, you will be redirected to the payment page. Click on “Pay prepaid” (for Agents or Holders with a Prepayment account) or “Pay with credit card” (for Holders) to confirm and pay for your order.

2.5. Validation of UDRP case and labels

After you have paid for the UDRP case and the labels, you can track the progress of the validation in the “Cases” tab.

You can expand the U-labels by clicking on the arrow **(A)** to view all labels related to the case.

2.5.1. Case and label(s) "verified"

If the case and labels are “verified”, no further action is needed and you will have protection for the abused labels during the Claims period of the gTLD. Please refer to section 2.5.5 for an example.

2.5.2. Case “incorrect”

If the assigned status of the case is “incorrect” you will need to change the information provided during the registration of the case as described in the comment of the validator. When clicking on the case (e.g. test case 2 in section 2.5.5) you will be able to edit your case. If the case is assigned to status “invalid” it cannot be edited anymore. Please refer to section 2.5.5 for an example.

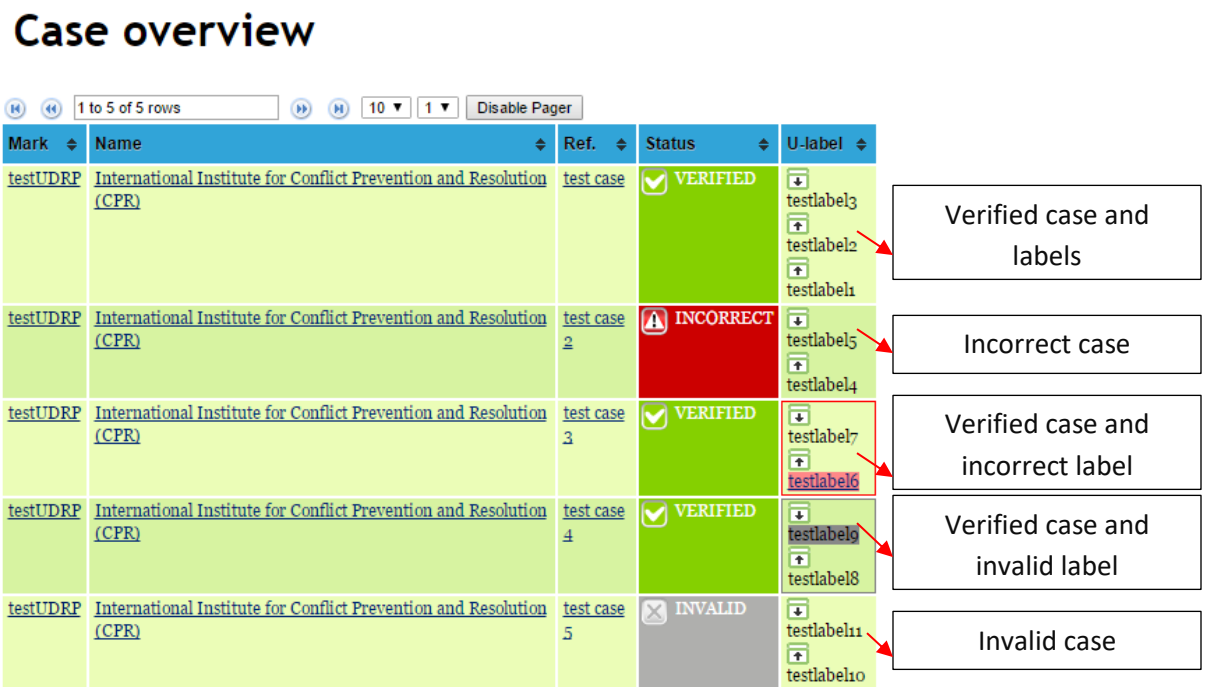
2.5.3. Case "verified" – label(s) "incorrect"

If the assigned status of the case is “verified” but at least one of the labels is “incorrect”, you will need to change the information provided during registration of the labels as described in the comment of the validator. You can identify the cases with incorrect labels as they have a red box around the label field. The actual incorrect label(s) are marked in red.

2.5.4. Case and/or label "invalid"

If the case and/or label is assigned status “invalid” it cannot be edited anymore. Please refer to section 2.5.5 for an example.

2.5.5. Overview of different validation scenario's

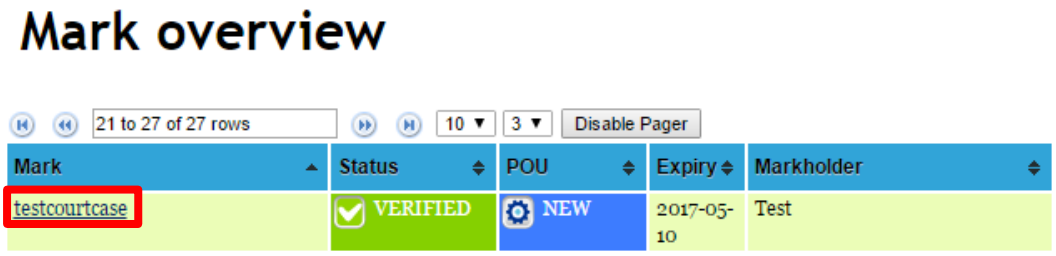


3. Adding Court cases

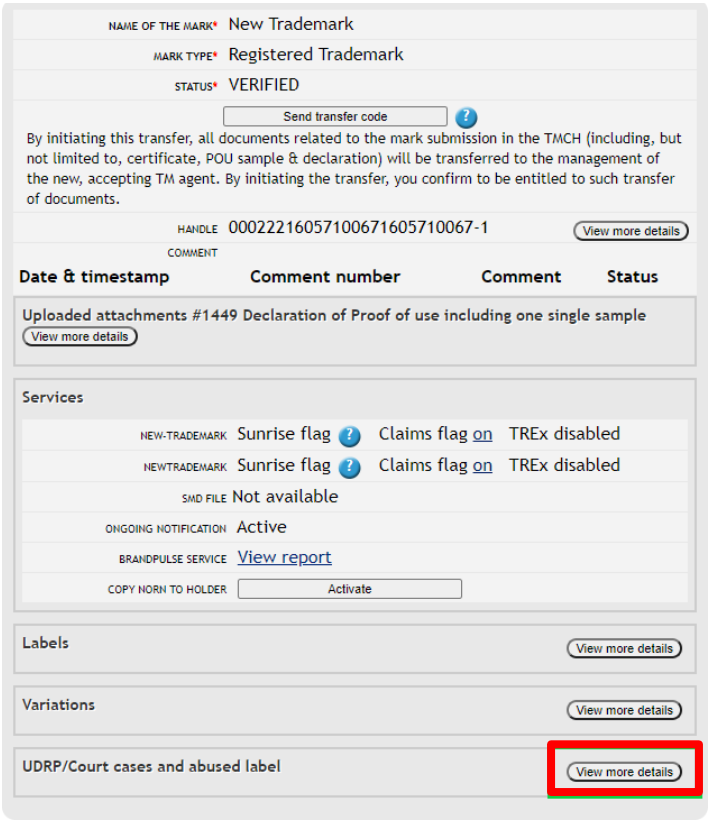
3.1. Adding a Court case and labels

After your trademark record is verified you will be able to add a Court case and the related abused label(s) to the trademark record.

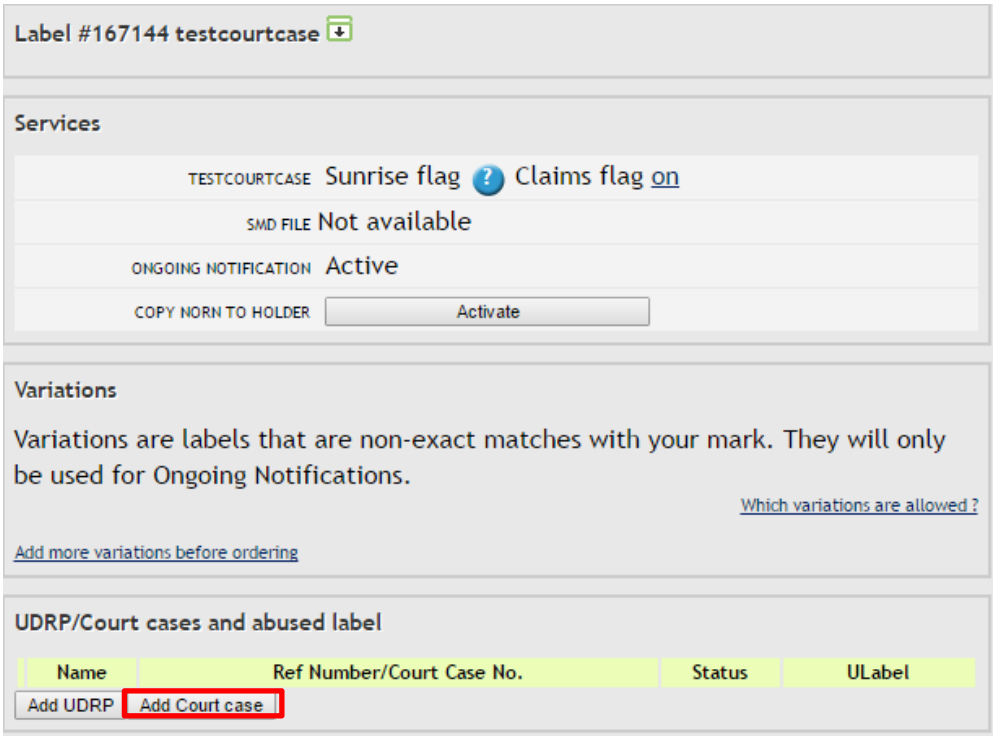
To do so, click on the mark in “Mark Overview” and scroll down to the bottom of the page.



Click on the “View more details” button next to “UDPR/Court cases and abused label”

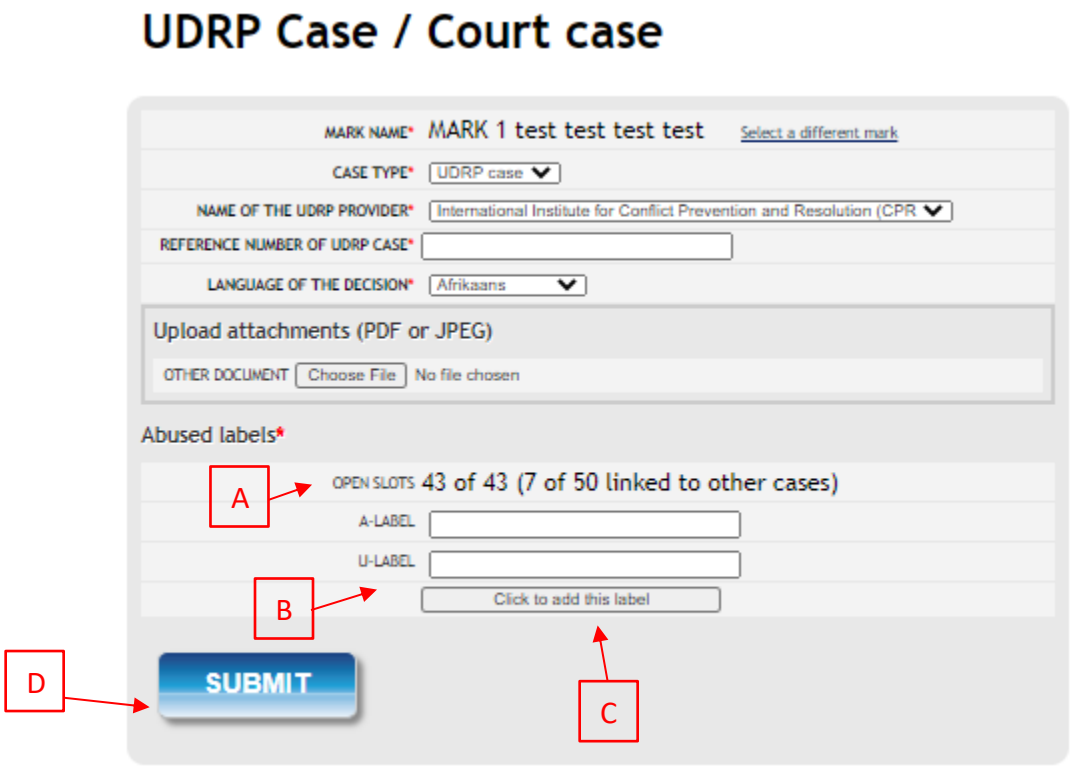


Select “Add Court case” in order to add a Court case. Please note that the type of case can be changed later on in the process as well.



3.2. Registration page

After clicking on “Add Court case” you will be redirected to the registration page.



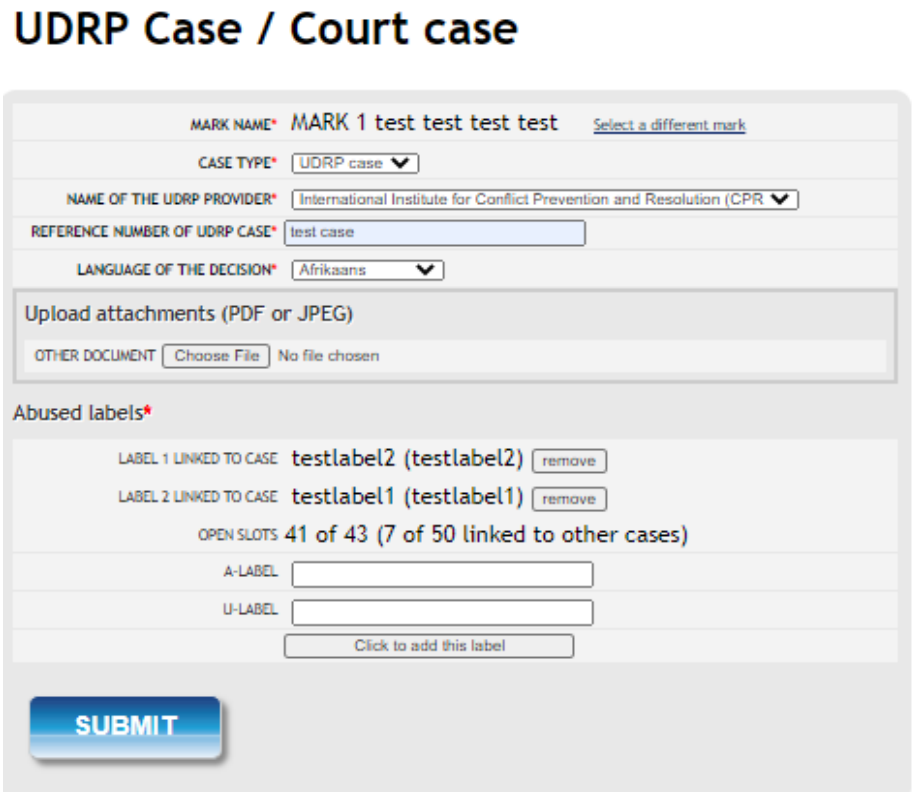
On the registration page, fill in the mandatory fields (marked with an asterisk) of the case and add the labels. On this page, you will also be able to select the “Case type” you wish to submit.

Please note the following:

- Depending on previous cases, you will have the possibility to add up to 50 labels. If you added a case before, this number will be less. You can check the number of allowed labels by looking at the “Open slots” field **(A).**
- You can add the labels in “A-label” or “U-label” form. In the overview only the “U-label” will be shown **(B).**
- At least 1 label must be added, therefore, do not forget to click on “Click to add this label”, otherwise the label will not be added to your case **(C).**

After you have filled in the mandatory fields and added the labels, select “Submit” **(D).** You will now be redirected to the order overview.

Please find below an example of a completed registration form for a Court case. As can be seen in the example, the "Open slots" count has been lowered to 41, since 2 abused labels have been added.



3.3. "Review Order" page

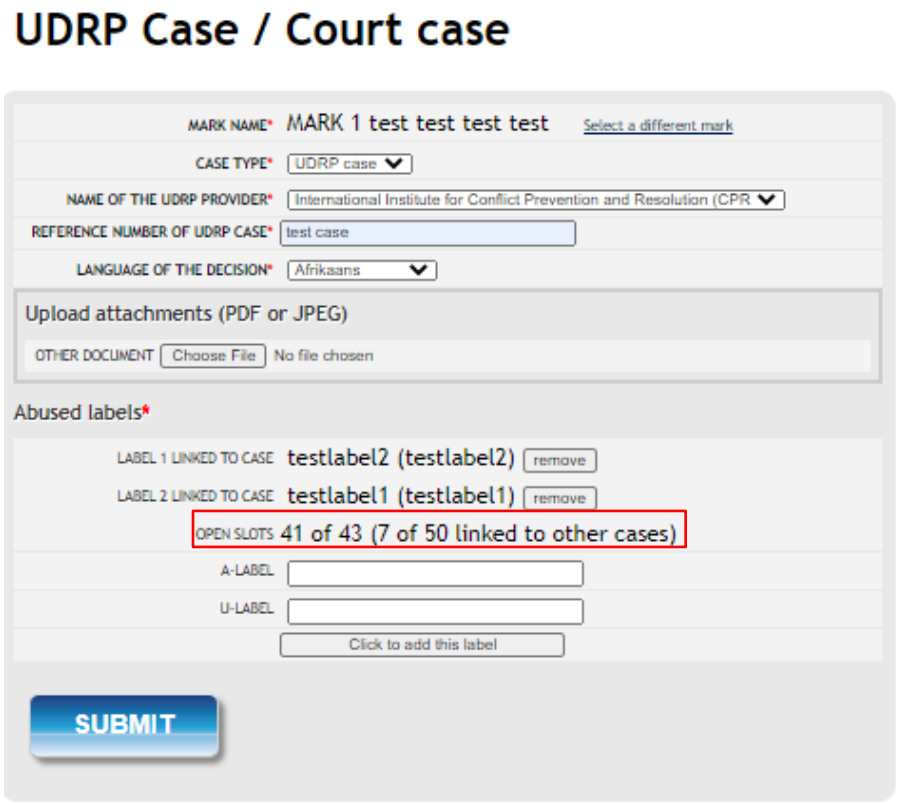
On this page you will be able to review and update your order.

- If you wish to add more cases to the trademark record, click on the mark name in the second column **(A)** of the "Review Order" page. This will redirect you to the trademark record page. You can then follow the steps as described in section 3.1 and add a new case**.** The previous case will be saved on the "Review Order" page.
- If you wish to submit a new trademark record, please click on "Add other mark record" **(B).**

On this page, you can also remove your order by clicking on the recycle bin.

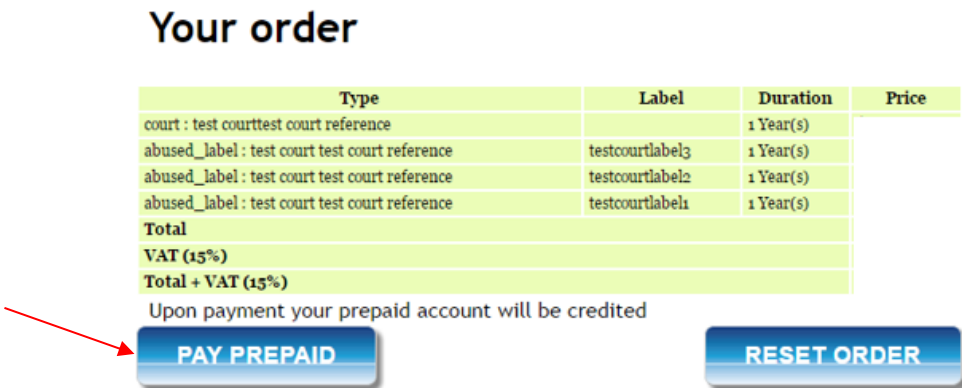
If you are finished with your order click on "Submit all for checkout" **(C)** and you will be redirected to the payment page.

In case you clicked on the mark name in order to add a new case, please navigate to the bottom of the trademark record and select "Add Court case". You will then be redirected to the registration form. Please note that the "Open slots" count also takes into account abused labels added in previous cases.



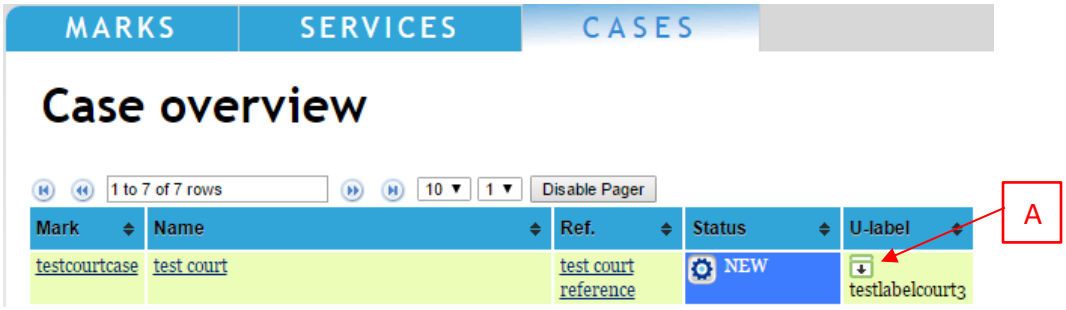
3.4. Payment page

After clicking on “Submit all for checkout” on the “Review Order” page, you will be redirected to the payment page. Click on “Pay prepaid” (for Agents or Holders with Prepayment) or “Pay with credit card” (for Holders) to confirm and pay your order.



3.5. Validation of Court case and labels

After you have paid for the Court case and the labels, you can track the progress of the validation in the “Cases” tab.



You can expand the U-labels by clicking on the arrow **(A)** to view all labels related to the case.

3.5.1. Case and labels "verified"

If the case and labels are “verified”, no further action is needed and you will have protection for the abused labels during the claims period of the gTLD. Please refer to section 3.5.5 for an example of this.

3.5.2. Case “incorrect”

If the assigned status of the case is “incorrect” you will need to change the information provided during the registration of the case as described in the comment of the validator. When clicking on the case (e.g. test court 2 in section 3.5.5) you will be able to edit your case. If the case is assigned to status “invalid” it cannot be edited anymore. Please refer to section 3.5.5 for an example.

3.5.3. Case "verified" - label "incorrect"

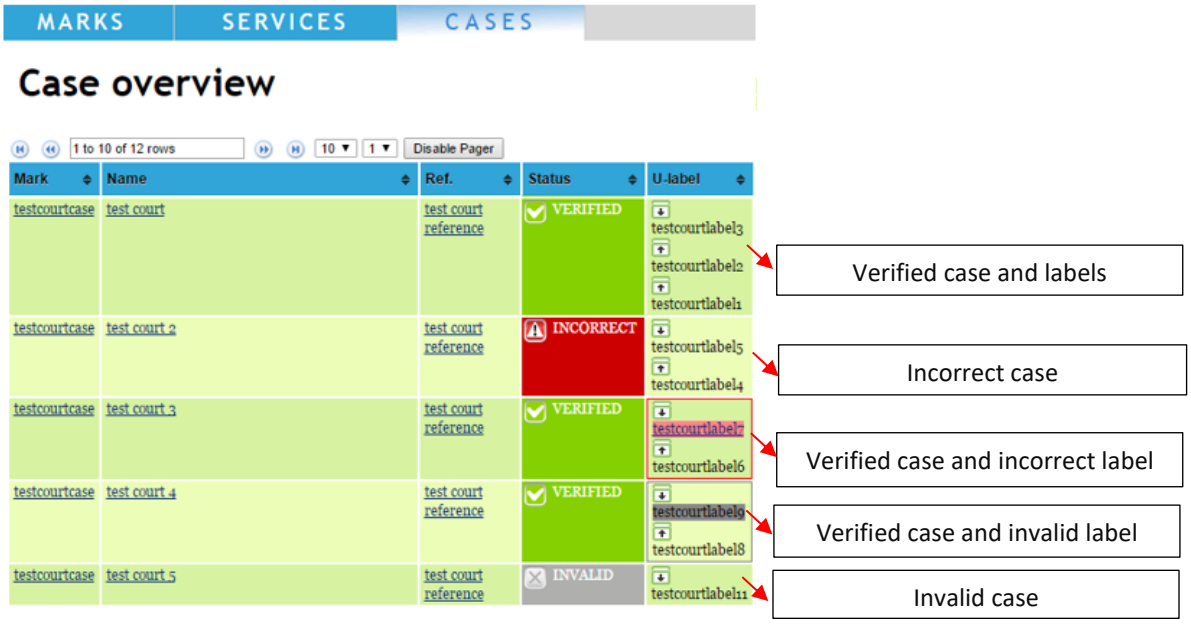
If the assigned status of the case is “verified” but one, or more, of the labels are “incorrect”, you will need to change the information provided during registration of the labels as described in the comment of the validator. You can identify the cases with incorrect labels as they have a red box around the label field. The actual incorrect label(s) are marked in red. If the label is assigned to status “invalid” it cannot be edited anymore. Please refer to section 3.5.5 for an example.

3.5.4. Case and/or label "invalid"

If the case and/or label is assigned the status “invalid” it cannot be edited anymore. Please refer to section 3.5.5 for an example.

3.5.5. Overview of different validation scenario's

Please find below an overview of the different status types that can be assigned to a case and/or label:

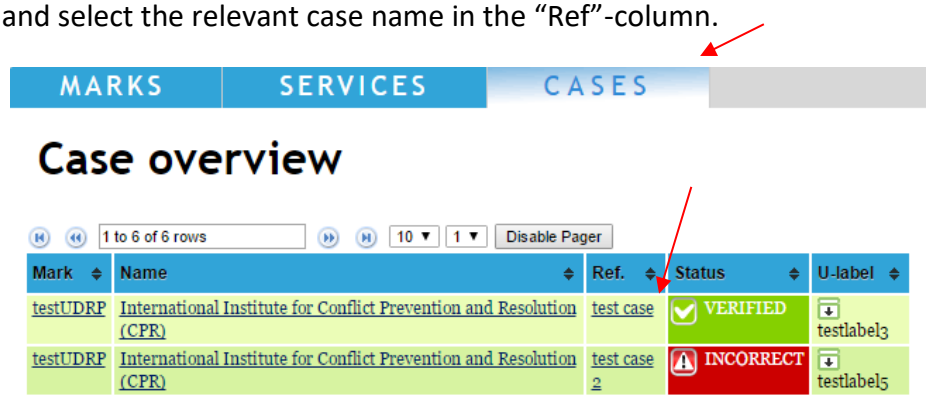


4. Correcting an “incorrect” Court/UDRP case and/or label

4.1. Correcting cases with status “incorrect”

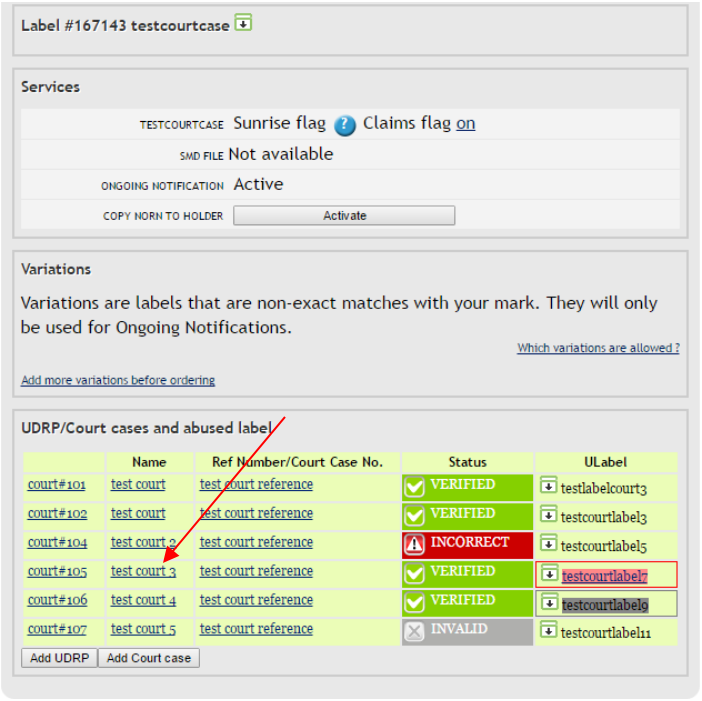
4.1.1. Selecting case via the “Case Overview” page

To correct cases with the status “incorrect” via the “Case Overview” page, please click on the “Cases” tab and select the relevant case name in the “Ref”-column.



4.1.2. Selecting case via the trademark record

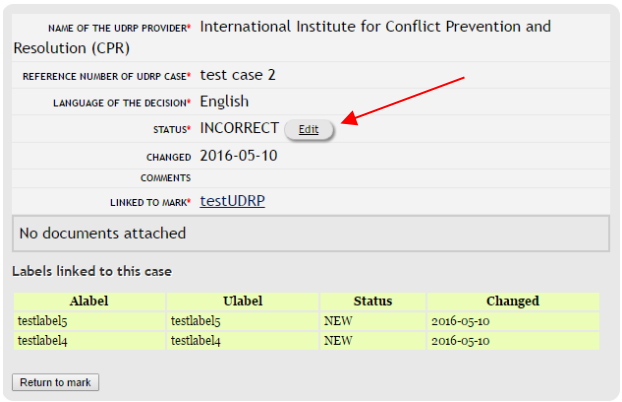
To correct cases with the status “incorrect” via the trademark record, please navigate to the bottom of the trademark record and click on the case in the “UDRP/Court cases and abused label” overview.



4.1.3. Editing the information of a case with status “incorrect”

After selecting the case, you will be redirected to the UDRP/Court case. Here, you can click on the “Edit” button to update the information that was previously provided.

UDRP Case



Court case

After you have made the necessary changes (please make sure to take into account the validator’s comments when updating the information) and submitted the case for reverification by clicking on the “Update” button, the status of your case will change to “corrected” and will be revalidated.

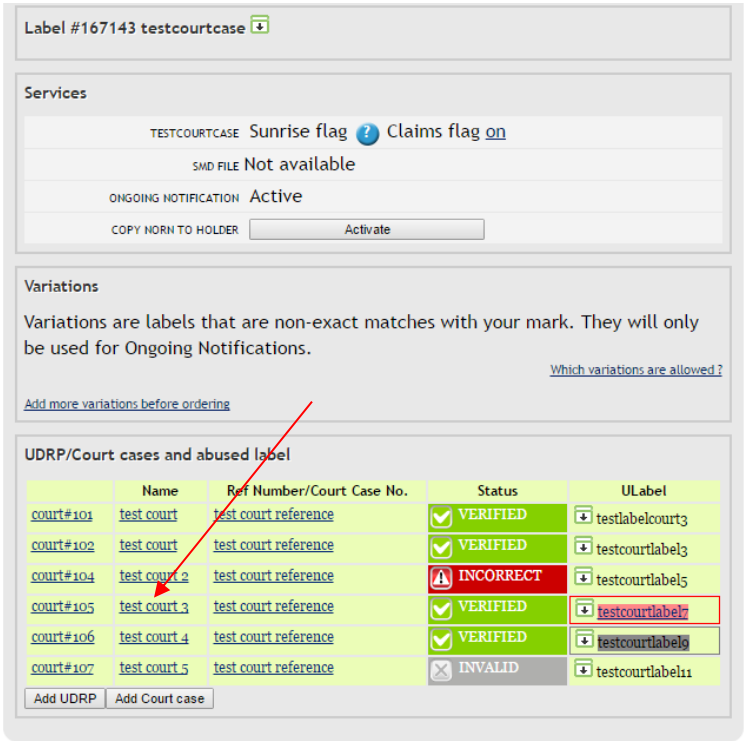
4.2. Correcting labels with status “incorrect”

4.2.1. Selecting case via the “Case Overview”

To correct labels with the status “incorrect” via the “Case Overview” page, please click on the “Cases” tab and select the relevant case name in the “Ref” column.

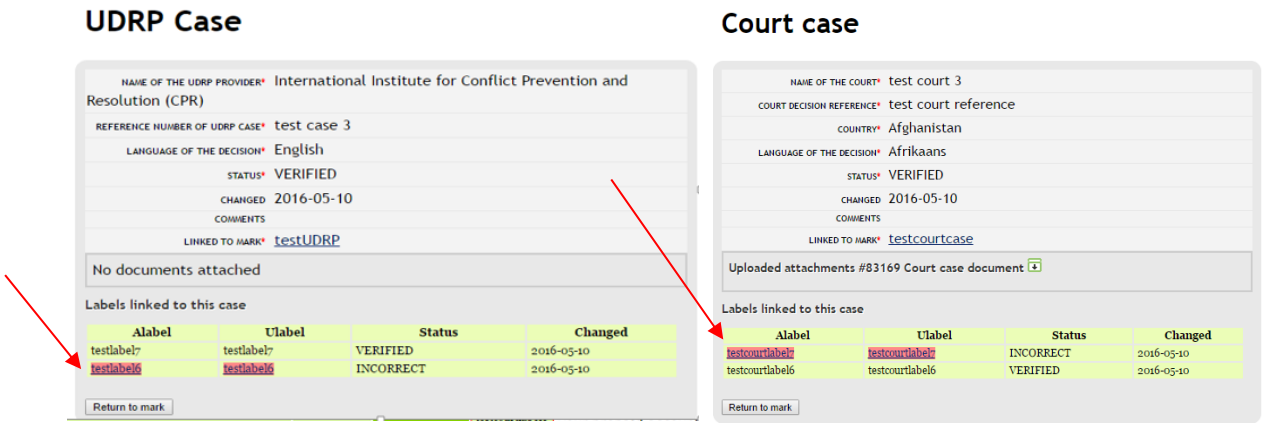
4.2.2. Selecting case via the trademark record

To correct labels with the status “incorrect” via the trademark record, please navigate to the bottom of the trademark record and click on the case with the incorrect label(s) in the “UDRP/Court cases and abused label” overview.

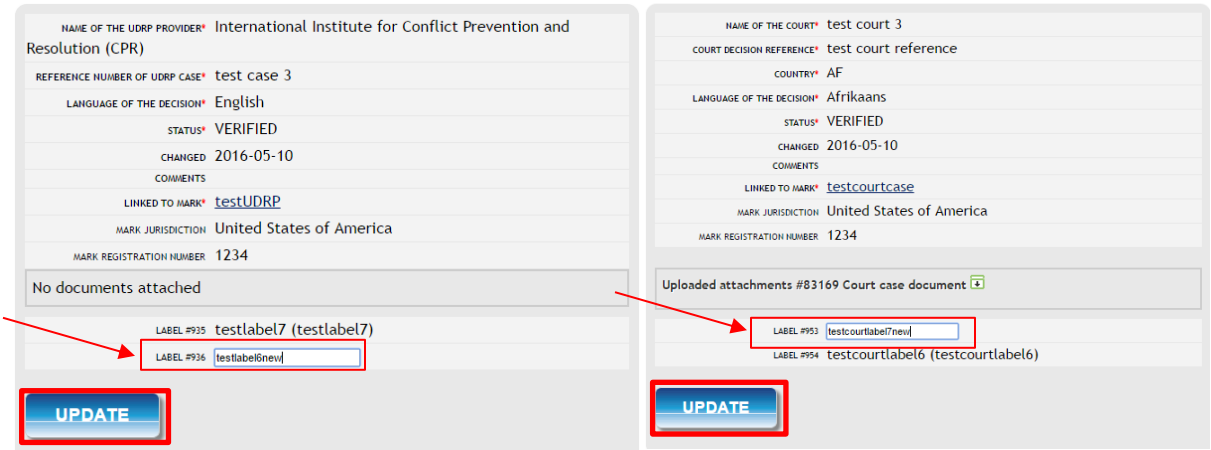


4.2.3. Correcting the label with status “incorrect”

You will then be redirect to the UDRP/Court case. Here you can click on the incorrect label to update the information previously provided.



Update the information related to the incorrect label(s) (please make sure to take into account the validator’s comments when updating your information). Following this, you can click on the “Update” button.



The status of the updated label will be “corrected” and the updated label(s) will be revalidated.