Counterclaims

User Guide

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About this document

This document is intended to give the reader an overview of the Counterclaim module. The document is divided into two parts.

Part 1: Quick Start Guide - a quick guide intended to give the user basic instructions on how to use the module to manage counterclaims.

Part 2: Detailed Guide - provides more detailed explanations for each page and the information contained therein.

Part 1 - Counterclaim Quick Start Guide

Account Summary screen

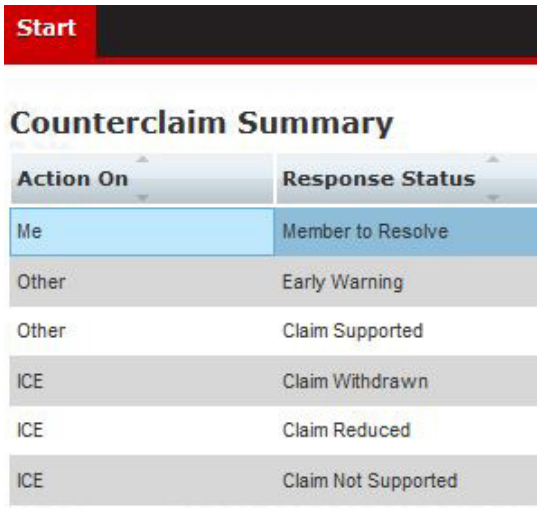
The first screen you will see is a summary displaying all current and resolved counterclaims. At the beginning of each row there is an Action On column. This displays any actions pending and the corresponding response status of specific claims.

Me - This indicator is specific to the logged in member. It indicates action needs to be processed for the claim to progress.

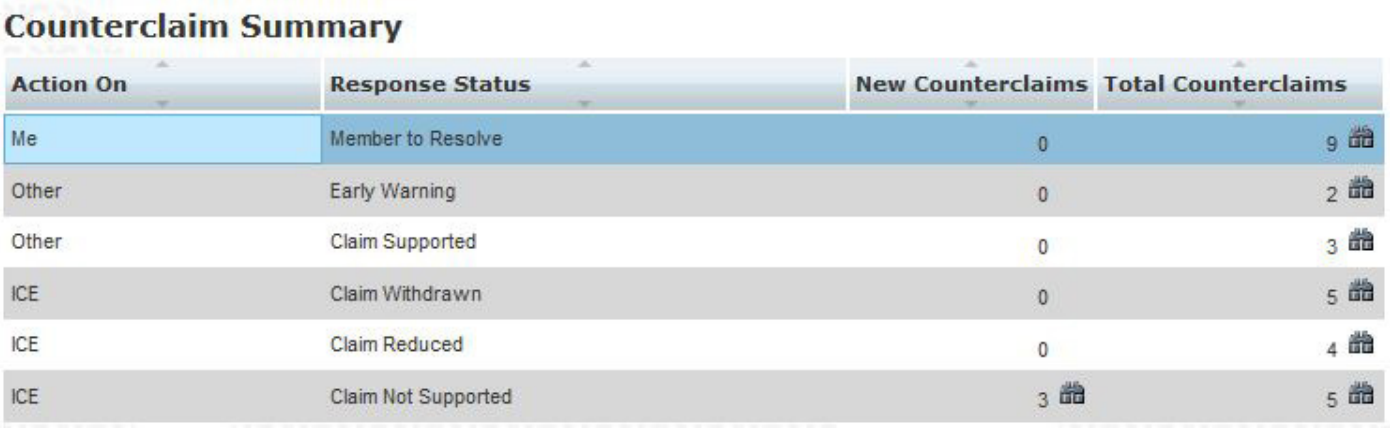
Other - Another party has an outstanding action to progress the claim. This will be followed by Early Warning or Claim Supported.

ICE - ICE has an outstanding action to update the work.
This is due to previous action taken by a member.

No Action Required - The claim has been resolved or deleted.
This is shown for historical reference.



List View – Binocular ( ) look up function



Each number is followed by a binocular symbol. When clicked, a look-up search for counterclaims with the corresponding attributes is initiated. Counterclaims returned by this search are presented in the Counterclaims list screen.

Counterclaims list screen

Found 7 Counterclaim Cases.

CC ID	Counterclaim Case Status	Origination	Work Key	Title	Creator	Respondent	IPI No.	Response Status	Deadline	Other Respondent	Action
257	Dispute	27/02/2015	21045329	OWNERSHIP #103	MATHEWS John Damion	BLUE MINK LTD	62172991	Member to Resolve		SLEDGE MUSIC LTD	
263	Dispute	27/02/2015	21045335	AUTHORSHARE #109	MATHEWS John Damion	BLUE MINK LTD	62172991	Member to Resolve		SLEDGE MUSIC LTD	
265	Dispute	27/02/2015	21045337	SAMPLE #111	MATHEWS John Damion	BLUE MINK LTD	62172991	Member to Resolve		SLEDGE MUSIC LTD	
281	Dispute	02/03/2015	21045353	AUTHORSHARE PM #215	MATHEWS John Damion	BLUE MINK LTD	62172991	Member to Resolve		SLEDGE MUSIC LTD	
282	Dispute	02/03/2015	21045354	AUTHORSHARE PM #216	MATHEWS John Damion	BLUE MINK LTD	62172991	Member to Resolve		SLEDGE MUSIC LTD	
285	Dispute	02/03/2015	21045357	SAMPLE PM #219	MATHEWS John Damion	BLUE MINK LTD	62172991	Member to Resolve		SLEDGE MUSIC LTD	
286	Dispute	02/03/2015	21045358	SAMPLE PM #220	MATHEWS John Damion	BLUE MINK LTD	62172991	Member to Resolve		SLEDGE MUSIC LTD	

Maintain and Support | Withdraw Claim

By default, the individual counterclaims displayed in this list are sorted in ascending order based on CC ID number. Click on the associated column header to sort the results in ascending order. Another click will arrange the results in descending order.

Click on the CC ID hyperlink in the leftmost column to manage a specific counterclaim.

Managing your counterclaims

Counterclaims are managed in the Case Detail page. This page allows the user to view the full counterclaim details, including all other parties to the claim.

Details for OWNERSHIP #104 (21045330), in Counter Claim

Work Key	21045330	Original Title	OWNERSHIP #104	ISWC	No./Type	/

Counterclaim Case Details

Counterclaim Case ID	258	Counterclaim Case Status	New Counterclaim	Type of Rights	MR: Mechanical right (general usage) PR: Performing right (general usage)
Counterclaim Case Type	Ownership	Point Of Conflict	Creator to Original publisher		
Counterclaim Resolution Owner	PRS	Counterclaim Policy	I: International	Creation Date	27/02/2015

Creator Writer Details

CAR	Role	IP Name	IPI No.	Societies	Reduced Claim Perf	Reduced Claim Mech	Claims % Perf	Claims % Mech	Claimant	Response Status	Deadline date	Action
1,2	CA	MATHEWS John Damion	620661769	052: PRS/044: MCPS	0.00	0.00	25.00	0.00				
1,2	CA	STANFORD David Fletcher	488981577	052: PRS/099: NonSociety	0.00	0.00	25.00	0.00				

Publisher Details

CAR	Agr Cls	ICE Agr Ref	Publisher Name	IPI No.	Societies	Reduced Claim Perf	Reduced Claim Mech	Claims % Perf	Claims % Mech	Claimant	Response Status	Deadline date	Action
1	E	00003442657	BLUE MINK LTD	62172991	099: NonSociety/099: NonSociety	0	0	50.00	100.00	First	Early Warning		
2	E	00003456130	SLEDGE MUSIC LTD	86188343	052: PRS/099: NonSociety	25.00	50.00	50.00	100.00	Other	Claim Reduced	28/02/2015	
					Total current claims:	150.00	200.00						

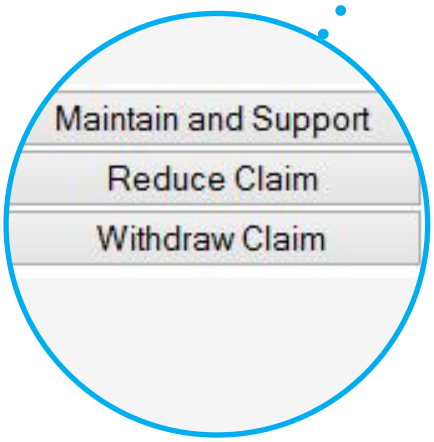
Filters

Country	United Kingdom	Usage Date	27/02/2015	Distribution Date	27/02/2015	Distr Society	052: PRS
Perf Use	Radio performance	Mech Use	Phono mechanization				

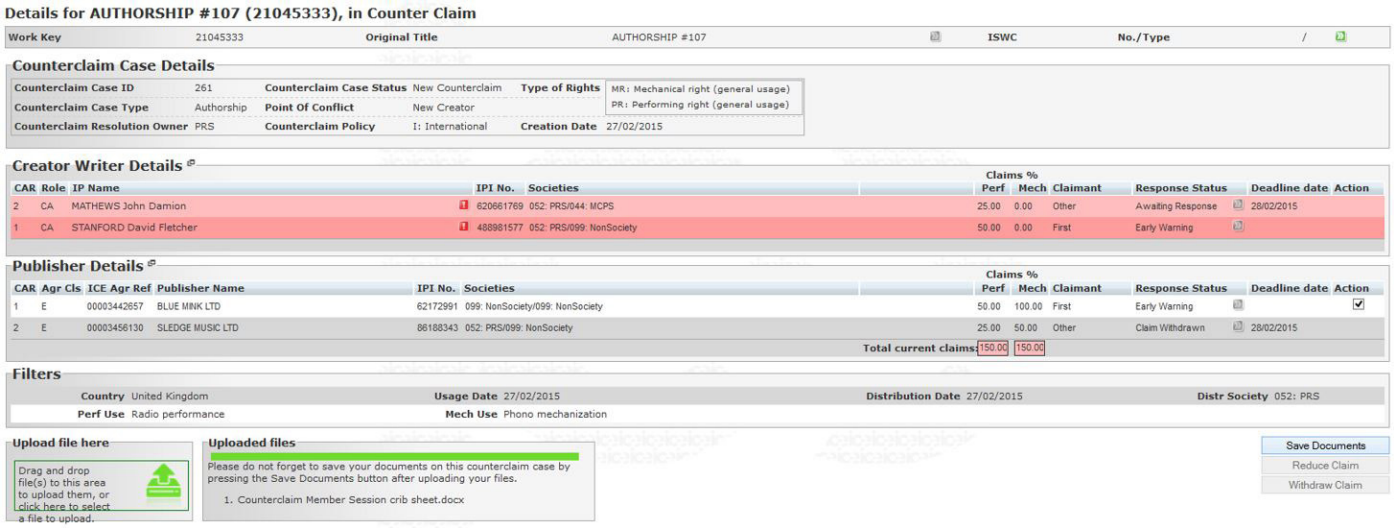
Maintain and Support
Reduce Claim
Withdraw Claim

You can perform a number of actions in this view: Maintain and Support, Reduce Claim and Withdraw Claim.

You will need to select the relevant action box to perform any of these actions.



Maintain and Support - Opens a window where the user can upload supporting documentation.



The upload will need to be saved once added.

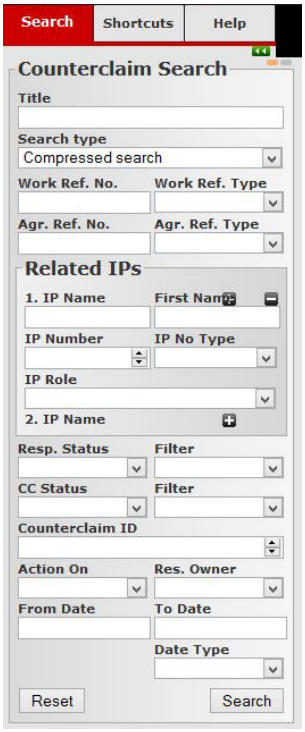
Reduce Claim – Opens a window where the user can insert a reduced set of shares. The reduced claim must be saved by clicking Save Reduction.

Shares can only be reduced, not increased. They cannot be revised once saved.

Withdraw Claim - Marks the claim as Claim Withdrawn. A claim cannot be amended once withdrawn.

Counterclaim History - Every action is recorded in the Counterclaim History found under Shortcuts on the left of the screen. Under Shortcuts, there is also a Supporting Documentation link. This directs the user to a list of all supporting documentation for a specific claim.

Counterclaim Search



Use the search facility on the left of the screen to search for single or multiple claims. Most common searches are performed either by title, work reference or counterclaim ID.

Useful tips

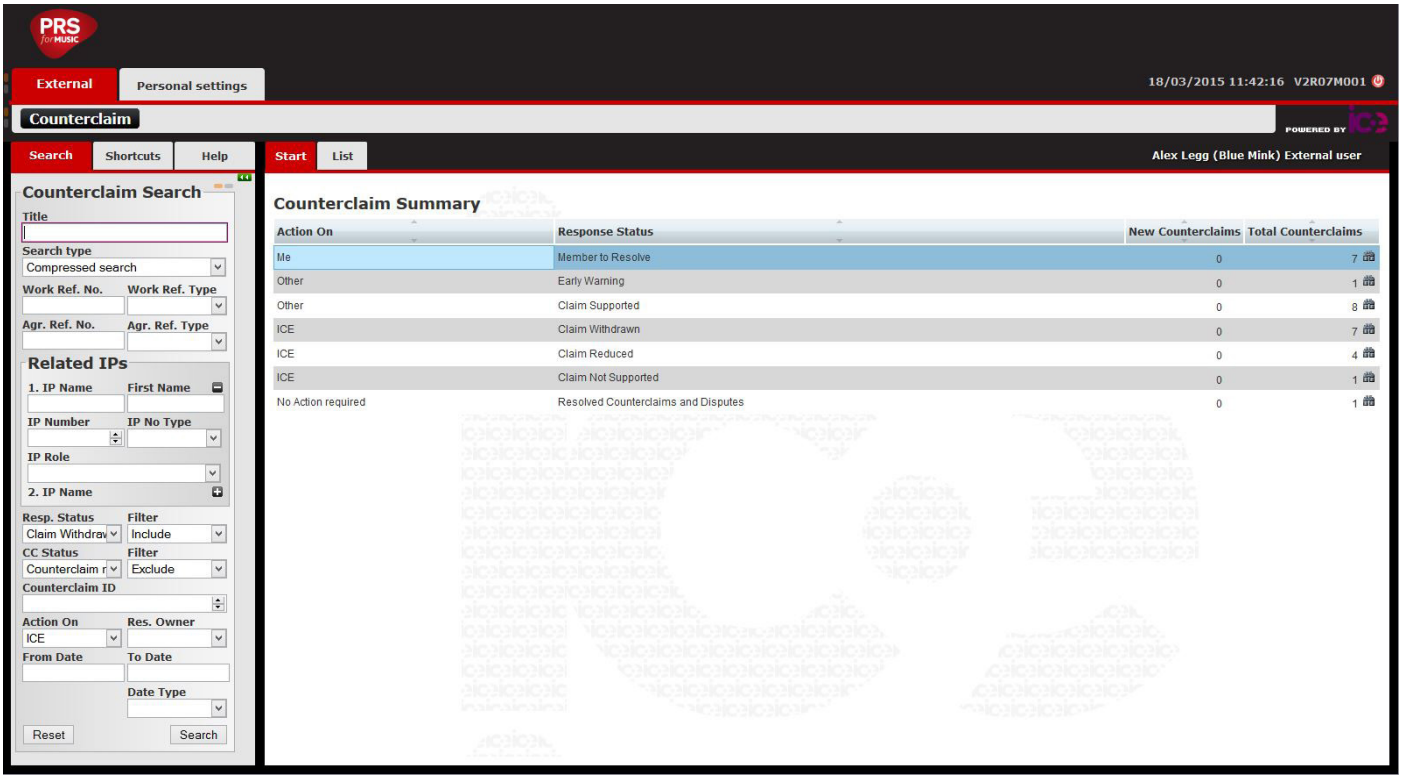
- Searching using the Counterclaim ID field is one of the fastest ways of finding a specific counterclaim.
- Searching for claims by IP will result in multiple results if there is more than one current claim for that IP.
- Using wildcard '*' can help refine your search. Eg. Specify the title as Famous Blue* to search all titles starting with Famous Blue.

Useful tip

Extract to file - Clicking on the green button ensures all displayed search results are extracted to a file. They can then be saved on a local computer to help manage off line.

Part 2 - Detailed Guide

Counterclaim Summary Page



Introduction

The home page is a summary screen showing all current and resolved counterclaims. They are separated into Action On rows for an easy overview.

Counterclaim Summary Table

Counterclaim Summary

Action On	Response Status	New Counterclaims	Total Counterclaims
Me	Member to Resolve	0	7
Other	Early Warning	0	1
Other	Claim Supported	0	8
ICE	Claim Withdrawn	0	7
ICE	Claim Reduced	0	4
ICE	Claim Not Supported	0	1
No Action required	Resolved Counterclaims and Disputes	0	1

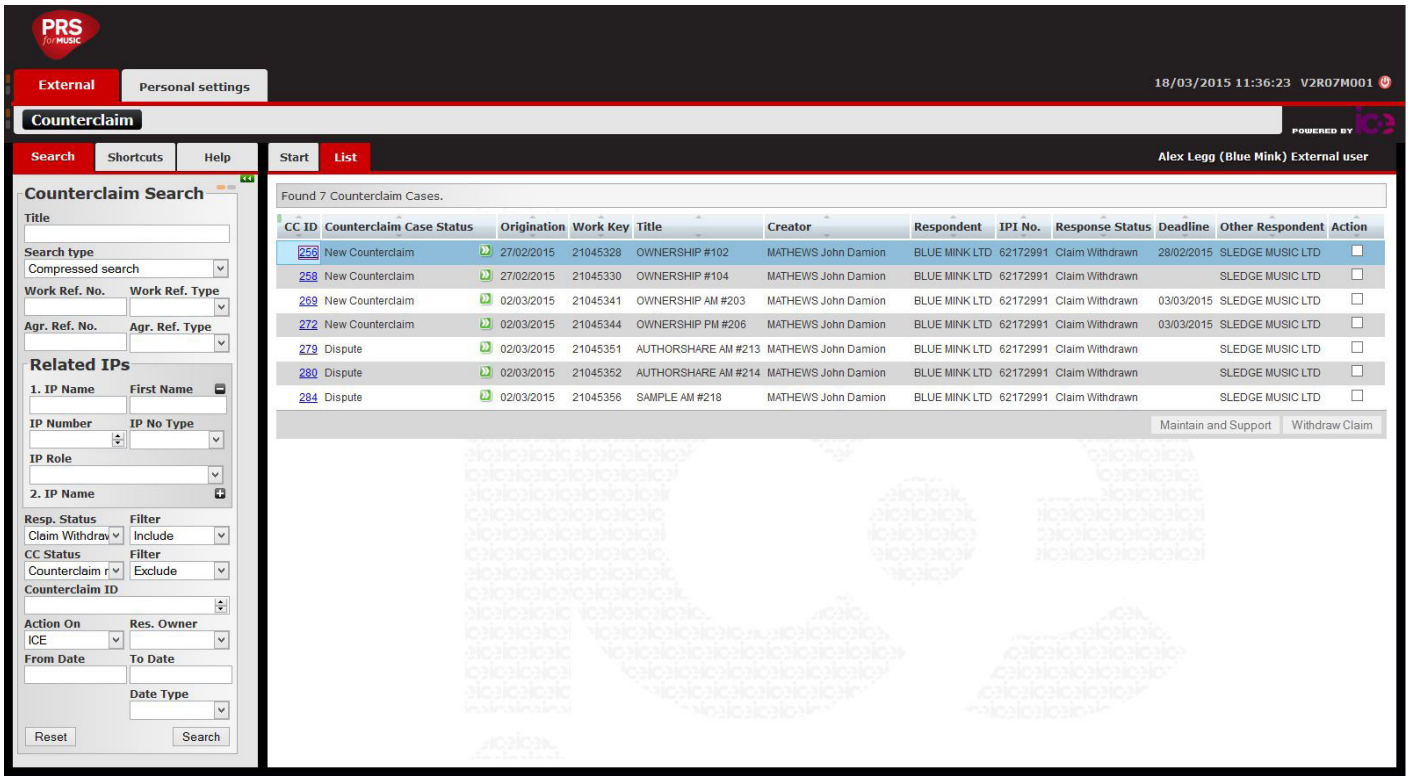
Action On	Response status
Me - Action needs to be taken by the logged in member to progress the claim.	**Awaiting Reply** - The logged in member has an outstanding claim needing attention. The member will be removed from the work unless they support their claim(s). Action is needed before the deadline expires. **Member to Resolve** - Used when the counterclaim status is marked as Dispute. Members involved in the dispute will have to resolve this, but there is no deadline. Documentation rejected - The member has previously supported their claim and uploaded supporting documentation. However, it has been rejected as it did not fulfil requirements.
Other – Another party has an outstanding action to complete in order to progress the claim.	**Claim Supported** – this is set when a member has supported their claim and uploaded supporting documentation. **Early Warning** - the member has an interest in a counterclaim but is not yet required to support it.
ICE - ICE has an outstanding action to update the work in a counterclaim. This is a result of a previous action taken by a member.	**Reduced Claim** - When the member has reduced their claim but ICE has not yet updated the work to reflect this. **Withdrawn Claim** - When the member has withdrawn a claim, and ICE have not yet removed the withdrawn claim from the work. **Claim Not Supported** - When the claim deadline has passed and the member has not supported their claim.
No Action Required - The claim has been resolved or deleted.	Resolved Counterclaims and Disputes, shown for historical reference.

New and Total Counterclaims - These columns display the number of claims matching to each response row. The number is followed by a binocular symbol. Clicking this takes the user to the specific claims in this category.

New Counterclaims - Displays the number of counterclaims that have been created or changed in status since the last log in.

Total Counterclaims - Displays the number of counterclaims the member has an interest in.

Counterclaim Search and Results List



Introduction

This section provides a guide to searching for works in the Counterclaim module. The next section explains how to understand the Work Search screen.

Counterclaim Search

Search Criteria: Work Details »
These search criteria are based on details contained in the works themselves. They narrow the number of expected search results.

Title: Title searches can be performed either in isolation or in combination with other search criteria. e.g. Related IPs, Agr. Ref. No.

The wildcard ('*') search option can be used for title searches.

Search Type: Selected using the drop-down menu.

Word Search - results will include works with titles which contain all of the words specified regardless of their individual order. Eg. Searching Love Shack, would return Love Shack, Shack of Love and Psychedelic Shack of Pan-Pipe Love.

Generic Search - returns all works with exactly the same title. e.g. Searching Love Shack would return only works with a title Love Shack.

Compressed Search - ignores certain characters such as vowels, non-alphanumeric characters and national characters.

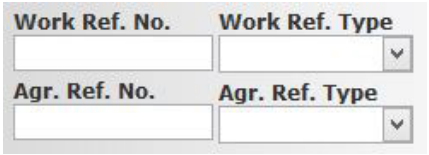
Using the wildcard ('*')

The wildcard symbol can be included to improve the accuracy of search results. The wildcard must be the last character of the text entered.

e.g. A search for *love sh** would return all counterclaims with titles beginning with *love sh*. e.g. *Love Shack*, *Love Shall Overcome, Love Shy*.

Wildcard is enabled for the following search fields:
Title IP Name
First Name

Reference Number Search »



Work Ref. No.: If a Work Reference Number is specified, all other search criteria are ignored.

Work Ref. Type: The default work reference number is set to ICE Work Key. However, there are several other work reference types to choose from in the drop-down menu including Alliance Tunecode.

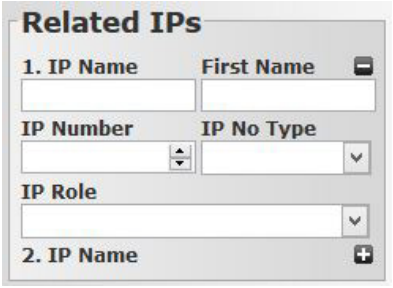
Agr. Ref. No.: An Agreement Reference Number work search may be performed in isolation or in conjunction with other search criteria.

If used in isolation, all works in counterclaim linked to the specified agreement number are returned.

If used in conjunction with other criteria, the search results can be further refined.

Agr. Ref. Type: If an Agreement Reference Number is specified for a search, then an Agreement Reference Type must also be specified.

Related IP Fields »



Related IP (Interested Party) searches may be performed either in isolation or in combination with other search criteria. Up to three related IPs can be specified for a work search.

The ⊟ icon next to the First Name field for each IP will collapse the fields to minimise the size of the search form.

The ⊞ icon returns them to the expanded state.

IP Name (1-3): Enter the surname of a creator or the name of a publisher.

First Name (1-3): Enter the first name of a creator.

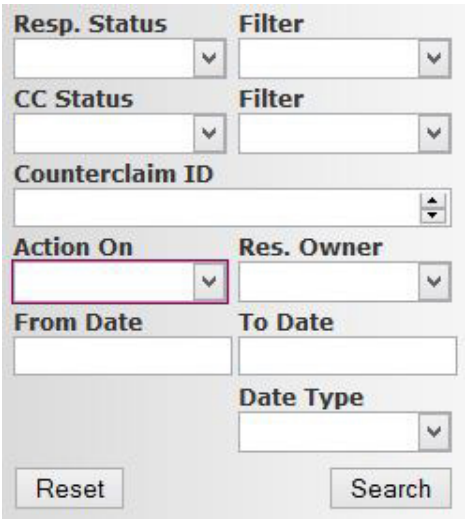
IP Number (1-3): Enter the IP Number of the related IP. If an IP Number is entered, the search will disregard any entered IP Name.

IP No Type (1-3): If an IP Number is entered, an IP Number Type must be selected. This is selected using the drop-down menu.

IP Role (1-3): An IP Role can be specified for each IP. Options are Creator/Other and Publisher. If the related IP is a Creator/Other, their role may be further specified. Eg. A Role Type specified as C would return all works in counterclaim where the IP is listed as a composer.

Search Criteria: Counterclaim Details »

These search criteria are directly connected to the counterclaim specific information and the statuses of the claims. They narrow the number of expected search results.



Response Status: This is selected using the drop-down menu. Available options are Early Warning, Awaiting Response, Claim Reduced, Claim Supported, Claim Withdrawn, Claim Not Supported and Documentation Rejected.

CC Status: This field allows the search results to be filtered using the status of the overall counterclaim.

Counterclaim ID: The counterclaim ID is used to search for a specific claim. This field will overrule all other search fields.

Action On: This field allows the search to be based on who is currently required to act. This is selected via a drop-down menu.

Resolution Owner: This field enables the member to sort counterclaims based on which society has ownership of the resolution.

From Date - To Date: Allows searches to be performed within a set time period to narrow search results. This field should only be set in combination with the Date Type.

Date Type: The date type can be set to either Created, Deadline or Resolved.

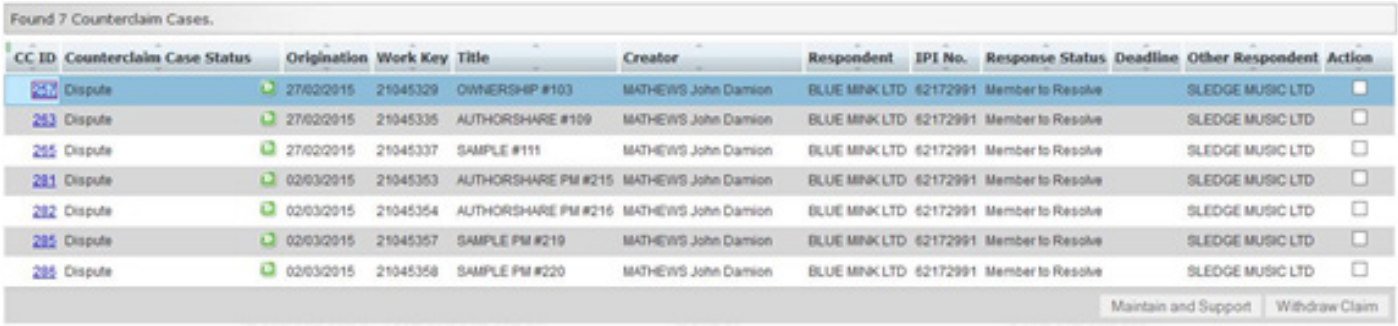
Reset button: When clicked, the Reset button will restore the search fields to their default value (eg. If the default setting is for blank fields, then Reset will empty all search fields).

Search button: When clicked, the search button will perform a search based in the inserted criteria from the fields set above. All matching results will be displayed in a result list on the right side of the screen.

Default Search setting: Any of the settings explained below can be saved as a default search by inputting criteria in the fields and clicking the orange button in the top right corner of the search field.

When selected, the inserted search criteria will be auto-populated each time the user logs in. The default search will be reset by pressing the grey button.

Counterclaims List



Search results are returned in order of relevance in the first instance. By default the list is in ascending order based on CC ID number. It is possible to sort the results in ascending order by clicking on the associated column header. Another click will arrange the results in descending order.

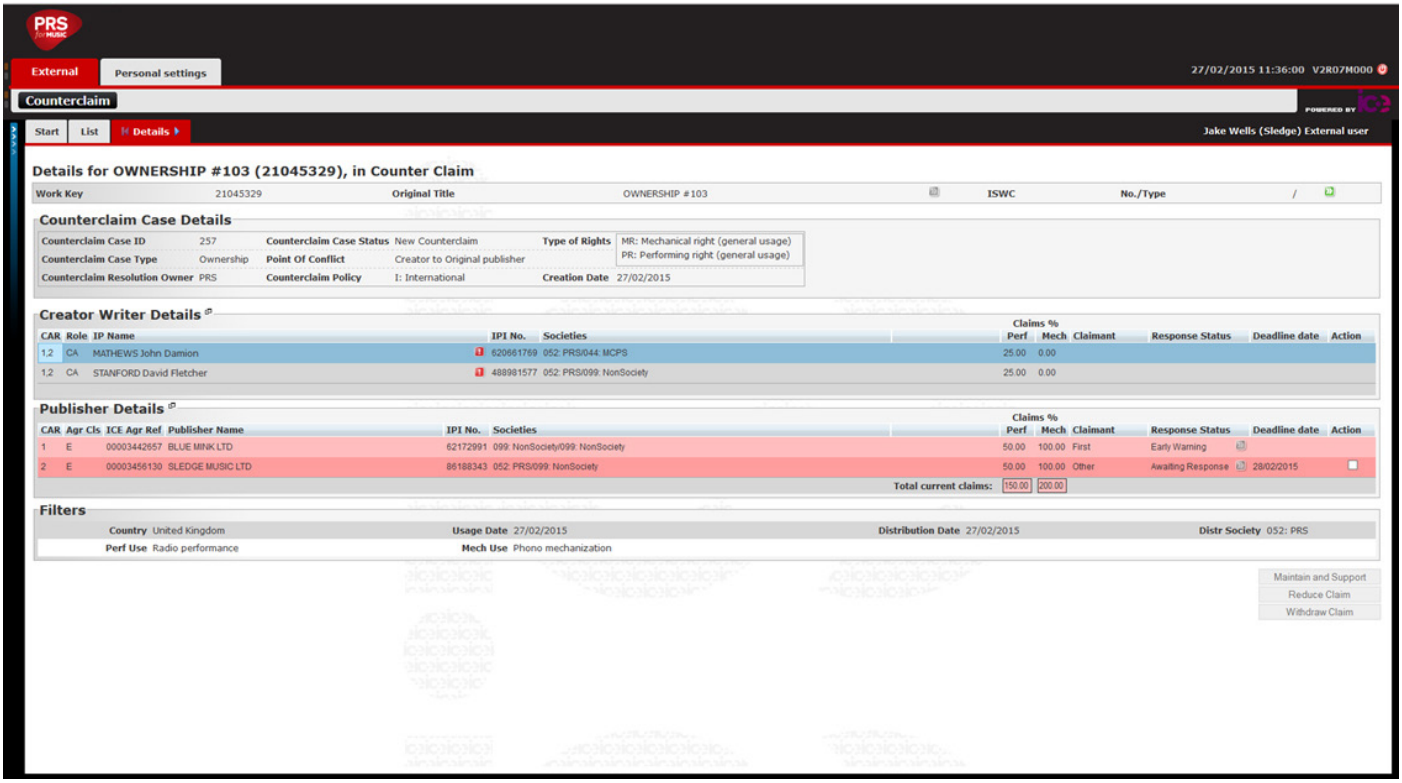
Extract to file »

Clicking on the green button ensures the results displayed on screen are extracted to file. They can then be saved on a local computer.

Counterclaims List: Column Description »

Header	Description
CCID	The Counterclaim ID is the unique number set for a specific claim. Clicking on the hyperlink will allow navigation to the Case Detail screen.
Counterclaim Case Status	Reflects the overall status of the counterclaim. New Counterclaim - the claim has recently been created and action from the second claimant has yet to be performed. Interim Suspense - the second claimant has provided supported documentation within the module and the first claimant is now required to supply documents. Dispute - both first and second claimant have provided supporting documentation and no immediate actions are required. It is up to the involved parties to agree on a resolution.
Origination	Displays the date the claim was first created.
Work Key	Displays the unique ICE Work Key.
Title	Displays the original title (main title) of the work.
Creator	Displays the first two creator IPs present on the work in the format SURNAME, First Name(s). If the column is populated with an icon, it means there are more interested parties on the work. If the icon is hovered over, a fold out dialogue box appears listing all creators on the work.
Respondent	Displays the name of the member responsible for responding to the claim.
IPI No	Displays the IPI Name Numbers for the first two creator IPs present on the work.
Response Status	Displays the status of a specific claim.
Deadline	Displays the deadline of a specific claim. If blank, the claim has no deadline, because either the necessary documents have been uploaded or the counterclaim case type requires all parties to liaise between themselves.
Other Respondent	Displays the name of the member with whom the Respondent is in counterclaim.
Action	Allows the member to take action on one or more claims by using the tick box(es).

Counterclaims Case Detail



Basic Work Detail Fields

Field Descriptions »

Work Key: Displays the unique ICE Work Key.

Original Title: Displays the original (main) title.

Alternative title indicator: If the icon (») is green, alternative titles exist. If grey there are no alternative titles registered for the work. Either hover over or click the icon to view alterative titles.

ISWC: Displays the International Standard Work Code.

No/Type: Displays the Society Work Reference. Eg. Tunecode

More references indicator: If the icon (») is green, more references exist. If grey there are no more references registered for the work. Hover over or click the icon to view the reference numbers.

Counterclaim Case Detail Fields

Counterclaim Case ID: The CC ID is a unique ref number assigned to the Counterclaim.

Counterclaim Case Type: Indicates type of counterclaim (see table).

Counterclaim Resolution Owner: Indicates which society has the authority to resolve the counterclaim or dispute.

Counterclaim Case Status: Indicates the current status of a counterclaim. There are three Counterclaim Case Statuses:

- New Counterclaim
- Interim Suspense Counterclaim
- Dispute

Type of Right: Lists the rights in counterclaim.

Point of Conflict: Advises where the conflict lies. Eg. Creator to publisher.

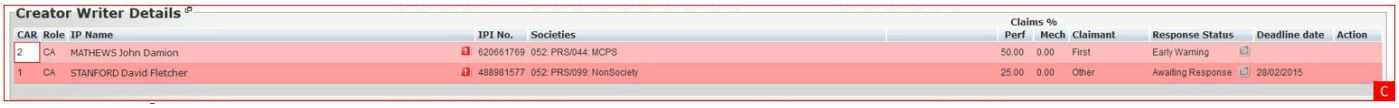
Counterclaim Policy: Indicates the counterclaim policy in effect.

Creation: The date the claim was created.

Counterclaim Case Types

Case Type	Description
Ownership	When more than one party claims the ownership of the same shares. Ie. More than one publisher claims on behalf of a creator or publisher
Authorship	There is a counterclaim regarding the authorship of the work. Ie. There is a disagreement over who wrote the work.
Original	When two conflicting claims to a previously unregistered share are registered within 30 days of each other.
Author Share	Where there is no conflict over who authored the work, but over the share splits between the authors
Sample	When the counterclaim relates to a sample work (work containing a sample)
Infringement	Where the claim is that one work infringes another. Work is therefore marked as Prohibited

Creator Writer Detail Fields



Field Descriptions »

CAR: Creator Agreement Relation (CAR) codes link Creators and Publishing Agreements, thus reflecting Chain of Title.

Role: Indicates creator's role. Available roles are:
A – Author, AR – Arranger, C – Composer, CA – Composer Author, SA – Sub-Author, AD – Adaptor, SR – Sub-Arranger and TR – Translator.

IP Name: The creator's name in the format SURNAME, First name(s).

IPI No.: Displays the IPI Name Number.

Societies: Displays society affiliations for both performing and mechanical rights.

Claims % (Perf % and Mech %): Displays the creator's claimed shares.

Publisher Detail Fields

The Publisher Details section lists the publishers involved in the counterclaim. The rows marked in red indicates which interested parties the conflict started with.

Field Descriptions »

CAR: Creator Agreement Relation (CAR) codes link Creators and Publishing Agreements, thus reflecting Chain of Title.

Agr Cls: Agreement Class, either E (original publisher) or SE (sub-publisher). The indent for SE aids the user in sorting out the relations between sub-publisher agreements beneath the same original publisher.

ICE Agr Ref: Displays the unique ICE Agreement Number.

Publisher Name: Displays the publisher's IP Name.

IPI No.: Displays the IPI Name Number.

Societies: Displays the publisher's society affiliations for both performing and mechanical rights.

Claims % (Perf % and Mech %): Displays the publisher's claimed shares.

Claimant: Indicates claimant order.

Response Status: Shows the current status for the specific claim. The Response Status is changed when a member takes an action on the specific claim.

Deadline Date: Indicates the response deadline for the specific claim. Deadline dates are only set on claims where a member is required to support a claim.

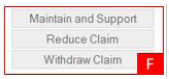
Action: Tick box to allow member to select one or more claims to respond to.

Total Claims (Perf & Mech): Displays total shares claimed.

Filter Fields

Filter functionality is reserved for internal use. These settings have been pre-defined as appropriate to the member logged-on and the counterclaim in question.

Counterclaim Action Buttons

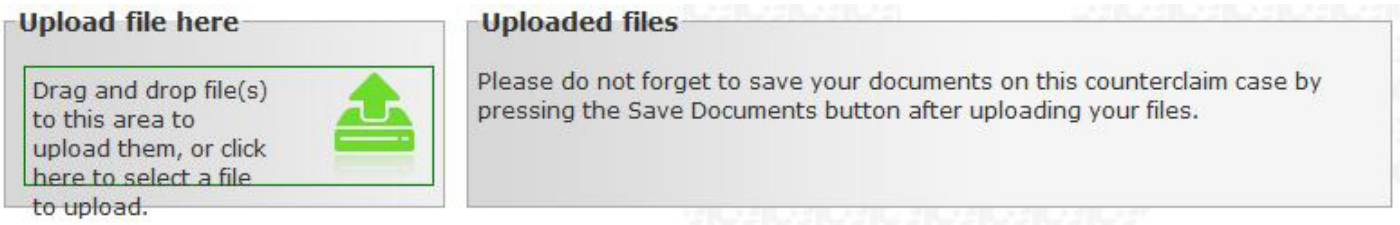


The Counterclaim Action buttons are the main tools used to manage a claim. There are three different actions the member can carry out:

Maintain and Support »
Selecting Maintain and Support will open up a disclaimer for the member. To proceed, the member has to press ok. An Upload file here field on the lower left side opens to allow the member to upload supporting documentation.

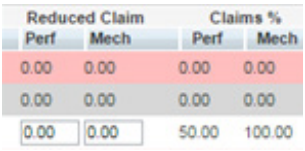
There are two ways of uploading supporting documentation.

- Drag and Drop – select one or more files from local folder and drag and drop the files to the green box.
- Press the green upload symbol to open up browser to local folder. Please note that only one file can be uploaded at a time using this option.



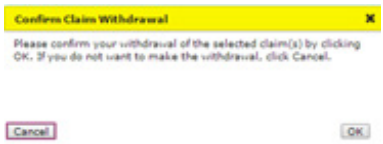
Once uploaded, the file(s) must be saved by pressing the Save Document button. The response status is updated to either Claim Supported or Member To Resolve subject to the Claimant status of the respondent.

Reduce Claim: Allows the member to insert and save a reduced share. By selecting a claim (by ticking the box in the Action column) and clicking the Reduce Claim button, a new field opens on the left side of the **Claims % (Perf % and Mech %)**' column, allowing insertion of reduced shares. Once inserted, reduced shares must be saved by pressing the Save Reduction button. Once saved, the Response Status of the claim will update to Claim Reduced.



Please note that the set of shares in the Claim % column and the Reduced Claim column will differ as the new Reduced Claim will have to be approved by ICE before the Claim % is amended.

Withdraw Claim: Allows the user to withdraw a claim. After selecting one or more claim(s), and clicking the Withdraw Claim button, a dialogue box will appear, asking the member to confirm. By pressing OK, the member confirms and the Response Status of the claim is updated to Claim Withdrawn.



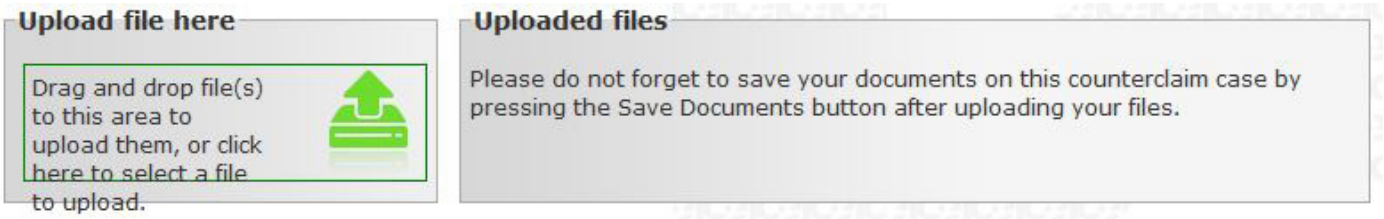
A claim cannot be amended once withdrawn.

Counterclaims List Action Buttons

The member will be allowed to take the same action on multiple claims by selecting one or more claims using the tick box/s, then using one of the Action buttons.

Withdraw Claim: A pop up will appear asking the user to confirm the action when using the Withdraw button. If the action is confirmed all claims selected will be withdrawn simultaneously.

Maintain and Support: Use the Maintain and Support button to maintain and support claims on multiple claims. This will open up a disclaimer asking the member to agree to the terms. Once OK has been clicked, an Upload file here field opens to allow the member to upload supporting documentation directly into the module. There are two ways of uploading supporting documentation;

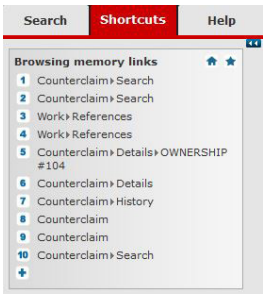


- Drag and Drop - select one or more files from local folder and drag and drop the files to the green box.
- Press the green upload symbol to open up browser to local folder. Please note that only one file can be uploaded at a time using this option.

When the file(s) has been uploaded, the file(s) should be saved by pressing the Save Document button.

Shortcuts

The Shortcut tab on the left of the Counterclaim Case detail page shows shortcuts to both the History and Supporting Documents.



Counterclaim History

The Counterclaim History shows all events which have occurred within the counterclaim case. When this history screen is first entered only the events relating to the users own claims are shown as default. The hyperlink Click this link to see all available log entries will display all history events corresponding to the counterclaim case.

Counterclaim History: Field Descriptions

Event ID: The events on the counterclaims are marked in running order to follow the cycle of the claim.

Respondent: Shows the responding party.

Action Taken: The action taken on the counterclaim and changes made as a result.

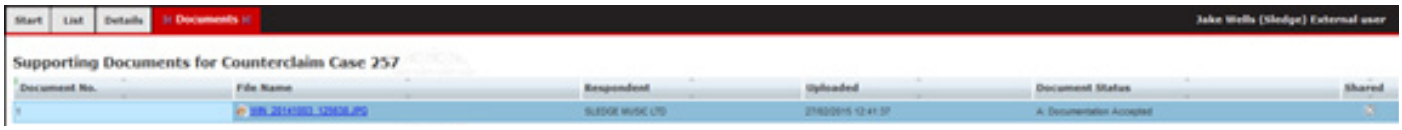
Action Taken By: Column displaying whether the action has been taken by the respondent or by ICE.

Date: Date when the event occurred.

Ref. Event ID: Shows the unique key assigned to the counterclaim event.

Supporting Documentation

All documents, which have been uploaded to the corresponding counterclaim, are stored and listed in this screen.



Supporting Documentation: Field Descriptions

Document No: Documentation uploaded in support of claims is numbered in order of receipt.

File Name: The name of the file uploaded as supporting documentation. Files can be downloaded by clicking on the hyperlink.

Respondent: Lists the origin of supporting documentation.

Uploaded: Date and time of upload.

Document Status: Indicates status of the uploaded document. By default, set to Documentation Accepted but can be set to Documentation Rejected if appropriate.

Shared: Indicates whether the uploaded document is shared amongst the respondents. Documentation is only shared once the counterclaim reaches Dispute status.

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