Completing Oaths and Disclosures Online for Minnesota No-Fault Arbitrators

To review and complete oath and disclosures online, please follow the steps below:

1. Log in to your AAA Panelist eCenter® account by visiting the AAA’s webpage at www.adr.org and navigating to “My Account.”

2. Enter your login credentials and click “Submit.”

3. Click on either “My Tasks” from the menu bar on the left or “View Pending Tasks” to view cases with pending Oath & Disclosure forms to complete.
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You will be directed to a screen that lists all pending tasks with the associated case information. Tasks identified as “Invitation to Serve” are pending Oath & Disclosure forms. The due date for each task is noted in the column to the right of the task.

4. Click on the case number next to the Oath & Disclosure task which you want to complete. The case number is a link that will bring you to the case record.

<table>
<thead>
<tr>
<th>CASE NUMBER</th>
<th>TASK</th>
<th>DUE DATE</th>
<th>CLAIMANT</th>
<th>RESPONDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-21-0664-0091</td>
<td>Invitation to Serve</td>
<td>9/16/2022</td>
<td>CAP012100640091-C-0-1177</td>
<td>CAP012100640091-C-0-1177</td>
</tr>
<tr>
<td>01-21-0664-0094</td>
<td>Invitation to Serve</td>
<td>9/16/2022</td>
<td>CAP012100640094-C-0-1178</td>
<td>CAP012100640094-C-0-1178</td>
</tr>
<tr>
<td>01-21-0664-0096</td>
<td>Invitation to Serve</td>
<td>9/16/2022</td>
<td>CAP012100640096-C-0-1179</td>
<td>CAP012100640096-C-0-1179</td>
</tr>
</tbody>
</table>

5. From the case record, navigate to the “Documents” tab to review the petition and response, as well as any pending hearing format objections. You may view these document directly from the documents grid, download them to a secure file or print them as needed.

6. Once you’ve reviewed the case documents, click on the case “Tasks” tab.
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7. Next, click on the “Invitation to Serve” link.

![Image of the Invitation to Serve link]

8. This will bring you to the Invitation screen where you will complete the Oath & Disclosure form. After confirming you have reviewed the case materials, click “Accept” and then proceed to number 9 in the instructions. To decline, click “Decline.” The Case Administrator will automatically receive notice that you have declined the case, and nothing further is required of you.

![Image of the case invitation screen]

9. If you’ve accepted the case, review the Disclosure Obligations and Instructions on the Review Instructions page. Then click “Next.”

![Image of the review instructions page]
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10. Next, you will be directed to the Disclosure screen. Carefully read each question and select the appropriate response. Where appropriate, include detailed disclosures in the box below the question. Once completed, click “Next.”

11. This will bring you to the Upload Additional Disclosures screen. You may upload any additional written disclosure as necessary. Also, please upload the Hearing Format Confirmation Form that was included with your Invitation letter. Then click “Next.”

12. Finally, you will be directed to the Oath. Enter your initials to sign the document. Then click “Submit.” You may also choose to print and/or review the form before you submit.

After you click submit, you will be prompted to confirm that you want to submit the form. **Once the form is submitted, you will not be able to make any further edits.** Any questions should be directed to the Case Administrator.