



MN NO-FAULT NEWS

Welcome to the latest edition of the MN No-Fault News for parties and arbitrators.

Best Practices for Completing Calendars after Several Rounds of No Mutual Dates

If the first round of calendars did not result in a hearing date, please make every effort to leave as many dates and times open as possible when completing the new calendars. Review your previously marked unavailability to determine if more time can be left open. Avoid marking off future dates unless you are certain of a conflict. Prioritizing getting a hearing on the calendar is preferable.

Request for Hearing Time Change

If you need to request a time change for a hearing, proceed as follows:

If you are the arbitrator, email your case administrator with the requested time change. Your case administrator will contact the parties and either send a Revised Notice of Hearing with the new time or provide new calendars if the parties cannot accommodate the time change.

If you are a party, follow the process used for requesting a postponement. First, confer with opposing counsel to obtain their agreement on the new time. Once you have their agreement, notify the AAA®, making sure to mention that the other party has agreed. The AAA will then contact the arbitrator and either send a Revised Notice of Hearing to confirm the new time or, if the arbitrator cannot make the change, inquire if a postponement will be requested.

Arbitrator Reminders

Attention MN No-Fault Arbitrators! We greatly appreciate all your hard work. To ensure smooth operations, here is a quick refresher on important procedures:

Declining a Case: You can decline online or by emailing your case administrator. Please do not execute the oath if you are declining the case.

Inactive: If you wish to go on an “inactive” status, email Kristin Folsom at KristinFolsom@adr.org. Indicate the length of time you would like to be on hold or inactive. You can request to go on hold at any time. If you have active cases when you request to be on hold, please inform the AAA whether you will complete those cases or need to be removed from them.

Hosting a Video Hearing: If you have answered “Yes” to question eight on the Notice of Appointment form, you’ve agreed to host a videoconference hearing. This includes sending a video invitation to all parties and your case administrator. You have also agreed to connect this videoconference. You may use the video platform of your choice. Please send the invitation two to three weeks prior to the scheduled hearing.



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Waiving Compensation: If you are waiving compensation for service on a case, please notify your case administrator when you accept the case. The AAA will note this in the file.

AAA WebFile® Hearing Exhibit Space

The Hearing Exhibits section is a secure space on AAA WebFile where parties can upload hearing exhibits and documents. It facilitates document exchange between parties and provides the arbitrator immediate access. This feature is automatically available on all MN NF cases and does not require discussion, agreement or activation. It is ready for use and appears as a tab within the case on AAA WebFile and Panelist eCenter®.

We encourage you to use this secure space for your hearing documents and exhibits! For more information, please [click here](#).

Payment Reminder

Payment of fees is due *upon receipt* of the invoice. Our Summary Invoice/Statement offers helpful information about efficient payment options, including a link to pay online via credit card, eCheck, or wire transfer or physical check.

Please review your statements carefully and select the payment option that is most convenient for you. However, all fees are due upon receipt of an invoice and should be paid promptly.

The AAA strives to accommodate parties' billing preferences and we appreciate your prompt payment of our fees.

Filing Reminders

Use the current [petition form](#). As a best practice, delete any old forms, update and re-bookmark any online links to the petition form and clear your cache.

The petition form requires the claimant's residential or street address; a post office box is insufficient. Please refer to section five on page four of the [Policy Statement of the Minnesota No-Fault Standing Committee](#).

Do not select "in-person" as the hearing format if the claimant resides outside of Minnesota.

Ensure that all required items (petition, denial, etc.) are uploaded. Please note that we cannot upload photos or images, especially if they are embedded in emails, as these are not viewable by the arbitrator.



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Need help?

If you encounter an error message while filing, have questions about a case recently submitted to Intake, or need to change or correct any items, contact Kristin Folsom at KristinFolsom@adr.org or (612) 278.5107. She will provide guidance on next steps, confirm receipt of the case and assist as needed.

DO NOT file the case again.

WebFile & Panelist eCenter Troubleshooting Best Practices

If you are having trouble logging into WebFile or Panelist eCenter or are unable to file a case, complete a task, or upload a document, try the following:

- Clear cache and cookies to create a fresh connection to the site
- Log out and wait a few minutes before logging back in
- Try using a different browser

If trying the above does not resolve the issue, contact our office at (612) 332.6545.

Useful Links

[Minnesota No-Fault Page](#)

[Minnesota Rules of No-Fault Arbitration Procedure](#)

[Electronic Award Tips](#)

Feedback

What would you like to see featured in this publication?

Please contact Kelly Baker at BakerK@adr.org or Kristin Folsom at KristinFolsom@adr.org to let us know.