



NO-FAULT ARBITRATOR NEWSLETTER: News From The AAA's Minnesota No-Fault Office

Welcome to the latest edition of the AAA® Minnesota No-Fault Arbitrator Newsletter.

News & Announcements

2020 Annual Arbitrator Recertification

As a reminder, arbitrators must submit their 2020 recertification forms no later than **December 31, 2019** to continue service on the Minnesota No-Fault Panel.

You may submit your forms by any of the following methods:

Email: KristaPeach@adr.org

Fax: 612.342.2334

Mail: American Arbitration Association
U.S. Bank Plaza
200 South Sixth Street, Suite 700
Minneapolis, MN 55402

If you have any questions, please contact Krista Peach by phone at 612.278.5114 or by email at KristaPeach@adr.org.

On-Demand Continuing Legal Education Credits

The AAA now offers Minnesota No-Fault On-Demand credits as an additional resource for arbitrators to help satisfy the annual requirement under Rule 10. To access these courses, visit the AAA's Education Services page at www.aaaeducation.org. Arbitrators may log in to the site using their Panelist eCenter® credentials.

Rule Highlight

Rule 25. Close of Hearing and Rule 26. Re-opening the Hearing

Pursuant to Rule 25, "[t]he arbitrator shall specifically inquire of all parties as to whether they have any further evidence. If they do not, the arbitrator shall declare the hearing closed."

The protocol to follow if a party sends additional evidence after the record has been closed is as follows:

If the evidence was received in an email, first be sure that all parties and the AAA are copied on any response email. Next, direct the parties to communicate exclusively with the AAA. If the evidence was received by U.S. Mail or via fax, forward the correspondence to the AAA and advise that you did not leave the record open. Pursuant to Rule 26, if a party would like to submit additional evidence, such as interpreter bills, they must formally request that the record be reopened. The AAA will provide the opposing party with an opportunity to respond before the matter is considered by the arbitrator.



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Miscellaneous FAQ

Why do I need to submit the Record of Hearing?

The Record of Hearing must be submitted by the arbitrator on every case. The information is used to provide statistical data to the Minnesota Supreme Court. Since this document is viewable by the parties, please be sure to write legibly.

Why do I receive the Electronic Award and Record of Hearing forms twice?

Some arbitrators prefer to receive the forms before the hearing, while others prefer to receive them after the hearing.

Why does the Case Administrator always ask for the AAA case number?

Case Administrators use the case number to match the case name. This ensures that correspondence is allocated to the correct case. Please remember to include the AAA case number on all correspondence, including emails.

Firm Name and Address Update Reminders

When updating your contact information online, please make sure that you do not change the name on the account. For example, even if someone else is providing you with administrative support, the contact information should remain that of the arbitrator, not the assistant. If your name has changed and you need to update it online, please first contact the AAA at MinnesotaNoFaultArbInfo@adr.org.

If the name of your firm or your address has changed, please contact the AAA to request a W-9 form to complete and return. This will help to prevent delays in receiving your arbitrator compensation.

Arbitrator Case Administration Tips

List of Upcoming Hearings. You can print or download a list of your upcoming hearings using Panelist eCenter. To generate the list, navigate to the "Hearings & Conferences Calendar" in the sidebar on the left side of the page. Then click "Print Event List." Finally, enter the timeframe for which you would like to view your hearings and click "OK."

Calendar View of Upcoming Hearings. You can view your upcoming hearings in a calendar format on Panelist eCenter. To view your upcoming hearings, navigate to the "Hearings & Conferences Calendar" in the sidebar on the left side of the page. Then, on the top right side of the page, uncheck the box next to "Per Case Unavailability." The purple entries on the calendar represent scheduled hearings where the user is serving as arbitrator. To view more detailed information regarding the hearing, right click on the entry and select "View Details."

The AAA Welcomes...

New Case Administrator

Amy McMullan
612.509.2223 | AmyMcMullan@adr.org

Amy worked at the AAA from 2011 to 2013 and rejoined the team in February 2018, focusing mainly on consumer cases. She now also administers Minnesota No-Fault cases in a cross-collaboration initiative.



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Amy is a graduate of Gustavus Adolphus College. Shortly after graduation, Amy worked on political campaigns and served as a substitute teacher in the metro area. Through this work experience, Amy has gained valuable skills in communication, multi-tasking, and promoting efficiency. She looks forward to continuing to apply her skills on Minnesota No-Fault cases.

AAA Office Closings

Tuesday, December 24 – Closes at 1:00 p.m.

Wednesday, December 25 – Closed

Tuesday, December 31 – Closes at 1:00 p.m.

Wednesday, January 1 – Closed

Feedback

What would you like to see featured in this newsletter?

Please contact Kelly Baker at KellyBaker@adr.org or Kristin Folsom at KristinFolsom@adr.org.