



## MN No-Fault Arbitration Filing Instructions

As amended and in effect September 1, 2016

In order to begin processing a no-fault arbitration case, the American Arbitration Association® (AAA®) requires the following be filed with the AAA, pursuant to Minnesota No-Fault Arbitration Rules 5(c) and 5(e):

1. **Filing Fee:** A \$40.00 filing fee payment made payable to American Arbitration Association.

Your filing should include one copy of the below documents:

2. **Petition:** A Completed Petition for No-Fault Arbitration, signed by the claiming party or representative.
3. **Denial/Discontinuation Letter:** Letter from the insurance company verifying that benefits have been denied or discontinued. If a denial letter has not been provided, the filing party may submit proof that bills have been submitted to the insurance company and remain unpaid after 30 days.
4. **Itemization of the Claim:** An itemization detailing what you are claiming for arbitration. The itemization, depending on the nature of your claim, should include the name(s) of medical providers, the name(s) of employer(s), date(s) of service or loss and the amount(s) claimed for each.
5. **Supporting Documents:** Documentation supporting your claim. e.g. billing summaries, wage stubs, market value comparisons, etc.

**A copy of your filing must be sent, simultaneously, to the respondent/insurance company, with the exception of the filing fee.**

If not included at the time of filing, items 4 and 5 must be provided to the AAA within 30 days of filing, pursuant to Rule 5(f). However, providing these documents at the time of filing will increase the efficiency of case administration.

If you have not received a copy of the Minnesota No-Fault Rules or the "Guide to Representing Yourself in MN No-Fault Arbitration" you may obtain copies by visiting our website at [www.adr.org](http://www.adr.org) or contact the AAA at (612) 332-6545.