



Filing a Rule 5(g) Response Online for Minnesota No-Fault Arbitration

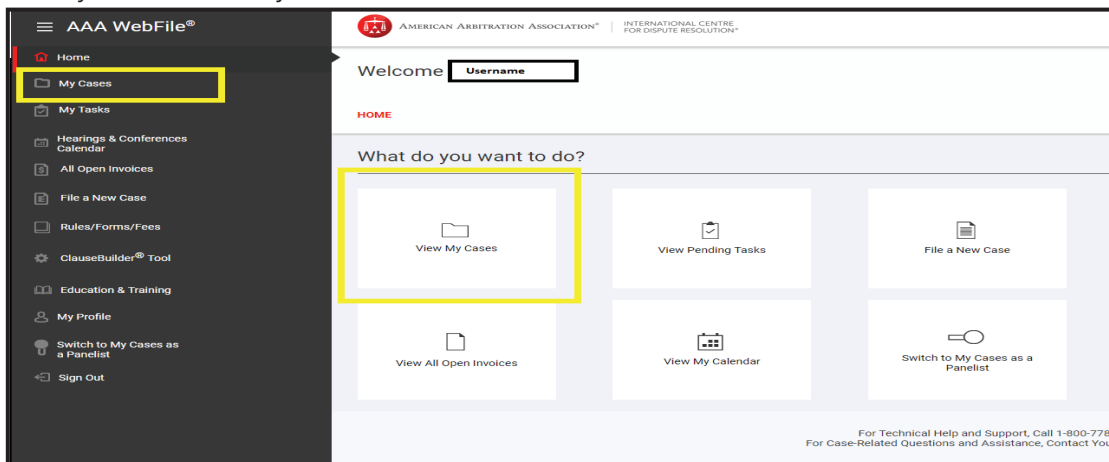
To file a Rule 5(g) Response online, please follow the steps below:

1. **Important** – You must file a Notice of Representation first, so that the AAA can provide you with online access to the case. If you know the Case Administrator's contact information, send the Notice directly to the Administrator. If you do not know this information, send the Notice to MinnesotaNoFaultArbInfo@adr.org. The AAA will confirm once you have case access.
2. After you have received confirmation of case access, log in to your AAA WebFile® account by visiting the AAA's webpage at www.adr.org and navigate to "My Account."



3. Enter your login credentials.

4. Click on either "My Cases" from the left menu bar or "View My Cases" to view your case list. Please note that if you also have a Panelist eCenter account, be sure to first switch the view to "My Cases as a Party Advocate."





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5. Locate the case within the “My Cases” grid. Note, you may use the search features at the top of the grid to locate the case quickly as noted in the image below. Once you locate your case, click on the case number, which is a link that will bring you to the case record.

AMERICAN ARBITRATION ASSOCIATION® INTERNATIONAL CENTRE FOR DISPUTE RESOLUTION

Welcome **Username** You have 0

MY CASES

You may search for cases by utilizing the **ADDITIONAL SEARCH** option or by typing text in the search box at the top of the relevant column and press **ENTER** on your keyboard. To search a column for words 'containing' specific text, use a pipe symbol, for example, if the desire is to find all cases where 'te' is contained in the **Claimant** column, type **%te** in the search box above that column and press **ENTER**. The grid will update and filter to show any case containing the text **'te'** (i.e. "Blue Tech Company") in **Claimant** column. You may sort cases in ascending or descending order using the arrows in the column header. You may view all cases or limit your view by selecting a category in the View menu.

ADDITIONAL SEARCH Don't See Your Case? View

CASE NUMBER	STATUS	CLAIMANT	RESPONDENT	CASE MANAGER	NEXT EVENT	PENDING TASKS	FILE/VIEW DOCUMENTS	VIEW/PAY INVOICES
01-18-9500-1254	Active	Marshall Mathers	ABC Insurance	Krista Peach	Evidentiary Hearing 01/16/19			

For Technical Help and Support, Call 1-800-778-7879.
For Case-Related Questions and Assistance, Contact Your Case Manager.

6. Within the case record, click on the “Documents” tab.

CASE INFORMATION TASKS EVENTS FORM TEMPLATES **DOCUMENTS** FINANCE VIEW OFFER HISTORY

Case Caption: CAP-012100010507-1-C-1024164 v. CAP-... et al
Case Number: 01-21-0001-0507

Case Manager:
Phone:

7. Next, click “Upload” as noted in the image below.

CASE INFORMATION TASKS EVENTS FORM TEMPLATES **DOCUMENTS** FINANCE VIEW OFFER HISTORY

Case Caption: CAP-012100010507-1-C-1024164 v. CAP-... et al
Case Number: 01-21-0001-0507

Case Manager: [Kelly A Baker](#) kab@ptism.adr.org
Phone: (706) 613-2700

You may search for documents by typing text in the search box at the top of the relevant column and pressing **ENTER** on your keyboard. You may sort documents in ascending or descending order using the arrows in the column header. Common check box(es) in the first column and click Download. Use the Actions menu to **FLAG** documents for yourself.

Actions Filter: All Documents [Clear Filters](#) [Refresh](#) Mark All as Read [Print Document List](#) [Download](#) [Upload](#) how 5

SEL	VIEW	NEW	DOCUMENT SOURCE	DOCUMENT DATE	DOCUMENT DESCRIPTION	DOCUMENT TYPE	DOCUM
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8. A pop-up box will appear that will allow you to choose a document to upload. Click on “Choose File” or drag the document onto the screen where it says, “Drag your file here.” In the Description box, provide a description that clearly identifies the document as your Rule 5 response. Then click “Submit.” Please note there are upload limitations, which are noted on the pop-up screen below the Description box

Upload Document

Rule 5g Response 11.40 kB Done x

Choose File No file chosen

Drag your file here

Description Rule 5g Response

The upload time may vary depending on your connection speed.
The maximum size of the file you can upload is 16MB. If you have a file with greater size, split it into parts and then upload.
You can upload a file of any type. However, AAA prefers the following file formats.
Text Files (TXT, WRI).
Microsoft Word Documents (DOC, DOCX).
Portable document format Documents (PDF).
Images (GIF, JPEG, JPG, BMP).

Cancel Submit

9. Once you click submit, you will receive a confirmation if the document was uploaded successfully. If you received an error message, review the upload limitations below the Description box to determine what changes you may need to make to the document file before uploading again.
10. The uploaded document should appear in the document grid. If it does not appear immediately, please click on the “Refresh” button. The Case Administrator will automatically receive notification of your upload.

SEL	VIEW	NEW	DOCUMENT SOURCE	DOCUMENT DATE	DOCUMENT DESCRIPTION	DOCUMENT TYPE	DOCUMENT GROUP	FILE NAME	FLAG
<input type="checkbox"/>			CAP-012100010307-2-R-1024165		Rule 5g Response			Rule 5g Response.pdf	

Please direct any questions to your Case Administrator.