

# E-MAIL FILING REGISTRATION

The American Arbitration Association has the capabilities to accept submissions via e-mail. If you are interested in using this method of filing please complete the questions below and mail this form along with the check to: 120 Broadway, 15<sup>th</sup> Floor, New York, NY 10271

- **Law Firm or Provider's Contact Person:**
- **Phone Number:**
- **E-mail Address(es):** (A dedicated e-mail address is preferred.)
- **A suggested minimum deposit of "\$400" should be remitted to create and accredit your lump sum account** (*you may remit more if you choose; the amount must be in increments of 40*). **If you would like to open a lump sum account please contact:**
  - (1.) Customer Relations at [nysinsurance@adr.org](mailto:nysinsurance@adr.org), 917-438-1660
  - (2.) Deborah Bosketti at [boskettid@adr.org](mailto:boskettid@adr.org), 917-438-1510
  - (3.) Lili Melendez at [melendezl@adr.org](mailto:melendezl@adr.org), 917-438-1714.
- **Please note, that there must be sufficient funds available in your lump sum account to pay the filing fee, and each email address you submit cases from "must be registered" before any filings will be accepted.**

**This document confirms that you agree to submit filings to [nyicmc.filing submissions@adr.org](mailto:nyicmc.filing submissions@adr.org) "only". Furthermore, you also agree**

- **Multiple case filings may not be sent in one email.**
- **No zip files will be forwarded.**
- **The AAA will reject emails that do not contain proper forms and data. Parties will be notified, via telephone or email, that the filing has been rejected. To refile a rejected case, parties must re-submit ALL documents including the rejection notice to AAA. The AAA will not save a filing which has been rejected.**
- **Acceptable file sizes for each email filing are limited up to 64 MB.**
- **Parties must send a copy of all documents filed with AAA to the insurance carrier. (Carriers are not bound to accept electronic filings.)**
- **The AAA will accept email filings that contain a digital photocopy of a signed AR-1 or NF-10 which are the forms required by the NYS DFS to file for arbitration. Parties may be required to produce the original signed document at the request of the AAA, arbitrator, or other party of interest.**

Once your registration is processed you will be notified as to when you can begin e-mailing your submissions.

Thank you for your patronage.

**Accepted electronic signature(s):**

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Name/Title

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Name/Title