

There are two options available to file a new case online. These options are noted below.

Option 1-Fast File

This option allows you to file a new case without logging into an AAA WebFile® account. To file a case using this option, please follow the steps below:

1. Navigate to the AAA website at <u>www.adr.org</u> and click on "File or Access Your Case."

		My Account	Our Mission	Register	File or Access \	Your Case
American Arbitration Association®					1	<u>ب</u> ج
What We Do Practice Areas	Cybersecurity & Technology	Rules, Forms & Fees	Clauses	Education	& Resources	Panel

2. Click on "Fast File a Case."

Fast File a Case	Access & Manage a Case
Quickly file a case online with AAA using a	(AAA WebFile®)
contract and a demand form with guest	Sign in to your AAA account to access
access.	your case or the Panelist eCenter
Fast File a Case	Sign in to Access & Manage a Case
	Register for an Account
	How do I File a Case?

3. This will direct you to an online form. Complete each section of the form. Follow the instructions noted at the top of the page. The petition form and online documents should be uploaded under "Attaching Document."

Attaching Documents (You may attach up to ten (10) files.)	Attach	
File Name	Actions	
Petition and Supporting Documents.docx	Remove	

4. Remember to include the filing fee amount under "Enter filing fee to be charged." Then, click "Submit."





5. Finally, you will be directed to the payment screen. Payment options include "Credit Card" or "Bank Accounts/eCheck."

Payment Information	Amount To Be Paid: (\$50.00)
Please select your payment method and enter your billing address.	
Credit Card	O Bank Account/eCheck (USA only) - Limit of \$100,000.00 per transaction
Note that, where permitted by law, a 3% processing fee will be assessed on payments made by credit card; all such processing fees are non-refundable	Note that, there is no processing fee for eCheck payments.

6. Complete the payment information. Once complete, you will receive an email confirmation of your filing and payment. Be sure to keep these for your records.

Option 2 – AAA WebFile

This option requires that you log into your AAA WebFile account. To file a case using this option, please follow the steps below:

1. Log in to your AAA WebFile account by visiting the AAA's webpage at <u>www.adr.org</u> and navigate to "My Account."



2. Enter your login credentials and click "Submit."

Sign In	
Sign in to your AAA account to access your case(s) in WebFile or the Panelist eCenter. If you are not currently registered with our website, please register now	 → Forgot <u>Username</u> or <u>Password</u> → If you have trouble logging in, please <u>Click Here</u>
Usemame *	G in you have house logging in, ploase Click Here
Password *	Your account will be locked after three unsuccessful login attempts. Should that occur, we recommend that you reset your password as that will allow you to immediately unlock your account and login using your new credentials
SUBMIT	



3. Click on "File a New Case" on the left-hand side bar or click on "File a New Case" on the main page. 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."

\equiv AAA WebFile [®]	American Arbitration Association*	INTERNATIONAL CENTRE FOR DISPUTE RESOLUTION*	
🔒 Home	Walaama		
🗅 My Cases	Welcome		
🗭 My Tasks	НОМЕ		
Hearings & Conferences Calendar	What do you want to do?		
S All Open Invoices			
E File a New Case			
Rules/Forms/Fees		_	
ClauseBuilder [®] Tool	View My Cases	View Pending Tasks	File a New Case
D Education & Training			
은 My Profile			

4. This will direct you to an online form. Complete each section of the form. Follow the instructions noted at the top of the page. The petition form and online documents should be uploaded under "Attaching Documents."

Attaching Documents (You may attach up to ten (10) files.)	Attach
File Name	Actions
Petition and Supporting Documents.docx	Remove

5. Remember to include the filing fee amount under "Enter filing fee to be charged." Then, click "Submit."

Enter filing fee to be charged	\$50.00
PLEASE READ BEFORE SUBMITTING	G
Please ensure you have uploaded a:	
 Filing Document and 	
Arbitration/Mediation Clause or Ag	reement
If you entered a filing fee above, click 'S	Submit' to pay by credit card or eCheck.
If you require assistance please call Cu	stomer Service at 800.778.7879 between the hours of 9.00 AM EST - 8.00 P
	SUBMIT



6. Finally, you will be directed to the payment screen. Payment options include "Credit Card" or "Bank Accounts/eCheck."

Payment Information	Amount To Be Paid: (\$50.00)		
Please select your payment method and enter your billing address.			
Credit Card	O Bank Account/eCheck (USA only) - Limit of \$100,000.00 per transaction		
Note that, where permitted by law, a 3% processing fee will be assessed on payments made by credit card; all such processing fees are non-refundable	Note that, there is no processing fee for eCheck payments.		

Please direct any online filing questions to MinnesotaNoFaultArbInfo@adr.org.