



Electronic Award Tips

The electronic award form is a Microsoft Word document that pre-populates case information, claim information, and award categories for each individual case. The award form may be modified by the arbitrator based on the claims and amounts awarded. The electronic award is transmitted by the AAA® to the appointed arbitrator at the time the hearing is scheduled. As a convenience, a copy is sent to the arbitrator after the hearing is held. Once the arbitrator completes the form, it is sent to the AAA who circulates it to the parties.

How do I edit the award form?

The award form is a Word document, similar to any other Word document. Once you open the form, you may manipulate or add the necessary information by using your keyboard.

To add information, simply begin typing the information next to each applicable category.

To remove information, highlight the information using your mouse and click delete.

May I remove anything on the form?

Yes, you may remove any language or categories that are unrelated to the claim. However, there are certain items that must remain in the award including the preamble, language on filing fee allocations, language on arbitrator compensation, and the closing sentence. The award must also bear the arbitrator's signature and the date the award was issued.

I would like to include a memorandum. How can I do this?

If the memorandum is short, you may include the entire memorandum in the award form by typing it on the document. Otherwise, you may make a note that your memorandum will be incorporated by reference.

There was a counterclaim. Where do I address the counterclaim?

There is a category on the form that addresses counterclaims. You may add the awarded counterclaim next to the word "Counterclaim" or remove it if it is not applicable.

What happens if I hand write the information on the form?

If you hand write the award information on this form and submit it to the case administrator in this format, the case administrator will assume that you intend the document to be the final award and will circulate it to the parties.



What do I do when I am done with editing the document?

Once you have completed your edits, you will need to save the document to either your desktop or other file on your computer. Then open an email, attach the saved document and email it to your case administrator. Alternatively, you may upload it to the electronic file using Panelist eCenter®. If you have a memorandum, this document should also be uploaded to the electronic file.

Does the AAA edit the information after I send it?

The AAA will do a quick review of the award to ensure it is properly signed, dated and legible. If there are issues with any of these three things, the AAA will contact you to correct the information.

If I complete the electronic award form, do I still need to complete and return the Award Checklist?

No, it is not necessary to complete both. The electronic award replaces the Award Checklist.

If you have any questions, you may contact your case administrator.