



## NO-FAULT ARBITRATOR NEWSLETTER: News From The AAA's Minnesota No-Fault Office

Welcome to the latest edition of the Minnesota No-Fault Arbitrator Newsletter.

### News & Announcements

#### Annual Recertification

Annual recertification for 2019 will begin in mid-November and end on December 31, 2018. Arbitrators will receive their recertification forms by email.

To review qualifications for ongoing service on the panel, please see Rule 10 of the Minnesota Rules of No-Fault Arbitration Procedure. You can access the rules by visiting the AAA's Minnesota No-Fault website at [www.adr.org/mnnofault](http://www.adr.org/mnnofault)

If you have any questions about the process or your qualifications, please contact Krista Peach at [KristaPeach@adr.org](mailto:KristaPeach@adr.org).

#### Upcoming Minnesota No-Fault CLEs

The AAA will host three continuing legal education seminars on November 13, 2018. These seminars will satisfy the requirements of Rule 10 of the Minnesota Rules of No-Fault Arbitration Procedure. The AAA will also apply for certification of Rule 114 continuing education credit. More information with respect to the content, faculty, start times of each course, and the availability of attending via WebEx will be sent to you by email in the next few weeks.

#### Redesign of Panelist eCenter®

Later this fall, the AAA will launch a new design of Panelist eCenter. The goal of this redesign is to improve the user's experience by building greater efficiency within the site. The redesign includes a new look and new features.

Training tools will be available to assist users in navigating the new site. Stay tuned for more information.

#### Online Scheduling System Tips

- First, determine whether there are any significant periods of time during which you are unavailable for a hearing and use the recurring feature to mark this time off.
- Second, identify any common unavailability and mark this time off, such as Fridays or the 12:30 time slots.
- Third, review the days that are left using the "Day-by-Day" method.

If you experience any issues or error messages during the calendaring process, please report these to either your case administrator or to Krista Peach at [KristaPeach@adr.org](mailto:KristaPeach@adr.org).

#### Arbitrator Tips

- To access your cases online, arbitrators should navigate to Panelist eCenter. To access Panelist eCenter, visit the AAA's website at [www.adr.org](http://www.adr.org) and click "My Account". Next, enter your login credentials. Once you are logged into your account, navigate to the red banner entitled, "Panelist eCenter".



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- Please remember to make all necessary updates to both your resume and online profile when you change firms or your firm relocates.
- If you would like to change your preference for hearing locations or the method by which you would like to receive hearing materials, please send an email with your update request to [MinnesotaNoFaultArbInfo@adr.org](mailto:MinnesotaNoFaultArbInfo@adr.org).

### Rule Highlight

#### Rule 16 Representation

**Q. Is a representative required to be a licensed attorney in a Minnesota no-fault arbitration?**

A. No. Rule 16 of the Minnesota Rules of No-Fault Arbitration Procedure states, "Any party may be represented by counsel or other representative named by that party."

**Q. What happens if the representative withdraws from representation?**

A. Pursuant to Rule 16, the claim shall be dismissed, unless the claimant advises the arbitration organization of its intention to proceed *pro se* or a replacement representative is named within 30 days of the sending of notice of withdrawal. Once the AAA receives notice of the withdrawal, a letter is sent to the claimant advising of the notification requirements under Rule 16. If there is no response and an arbitrator has already been appointed, the arbitrator will determine the allocation of arbitrator compensation.

### New Arbitrators

On August 23, 2018, a New Arbitrator Training was held at the AAA for new applicants approved by the No-Fault Standing Committee. The training was conducted by Standing Committee members Eric Hayes and Darrold Persson with the assistance of AAA employee Kelly Baker, Supervisor. The training provided new arbitrators with direction on the responsibilities and expectations when serving as a No-Fault panel member, as well as best practices for handling cases. We would like to welcome to the No-Fault Panel the following new arbitrators: Norbert Cuellar, Anu Chudasama, Jonathan Fischer, Edwin Goss, Stuart Johnson, Jeremy Lampman, Elliot Olsen, Rylee Retzer-Busselman, Paul Schroepfer and Darwin Williams.

### Navigating to the Minnesota No-Fault Webpage

The Minnesota No-Fault website provides various resources for arbitrators, such as sample orders, recorded No-Fault Seminars, recertification forms, and Panelist eCenter guides. Also, arbitrators may access a copy of the rules and standards of conduct on the website.

To access the site, use the following steps:

1. Visit the AAA's website at [www.adr.org](http://www.adr.org);
2. Select "Practice Areas" from the top dashboard, then select "Government";
3. Scroll down to the "Automobile Insurance" heading and click on "Minnesota No-Fault Arbitration".



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### Building Security Reminders

- As an arbitrator, the AAA will automatically register you with building security. Arbitrators do not need to complete a Visitor Form.
- Registered visitors will receive a barcode by email. The email will be sent from [meetings@ivisitor.com](mailto:meetings@ivisitor.com), not from the AAA. You may need to check your spam and junk folders.
- The emails are sent at the end of the week for hearings scheduled at the AAA office for the upcoming week.
- The email will note a start time of 8:00 a.m., which is the default setting. Please review the Notice of Hearing to determine what time the hearing begins.
- If you are unable to locate the email, a barcode will be issued by security upon check-in. Please have identification ready.
- Upon arrival, all visitors are required to check-in at the security desk before entering the turnstiles.

### AAA Office Closings

Wednesday, November 21 – Closes at 1:00 PM

Thursday, November 22 – Closed

Friday, November 23 – Closed