



MN NO-FAULT NEWS

Welcome to the latest edition of the MN No-Fault News for parties and arbitrators.

Attention MN No-Fault Arbitrators: 2024 Annual Recertification

The 2024 annual recertification began on November 7, 2023. A link to the 2024 Recertification Form was emailed to all No-Fault arbitrators. This link was not sent to assistants.

Recertification for 2024 is due by January 2, 2024 for both active and inactive arbitrators.

PLEASE NOTE: If you fail to recertify by **January 2, 2024**, you will be removed from the MN No-Fault panel of arbitrators.

You may contact Kelly Baker at KellyBaker@adr.org if you have questions regarding annual recertification.

Petition and Hearing Format Change

As a reminder, effective November 1, 2023, all hearings will be scheduled via videoconference unless the arbitrator confirms a different format. The filing party may request an alternate format on the petition. The Respondent may do so by filing an objection pursuant to Rule 5(g).

All new cases filed beginning November 1, 2023 must be filed with the updated petition form that reflects this information. Please click on AAA MN No-Fault Arbitration ADR.org for the new petition form.

Parties: Any request to change the hearing format after the arbitrator confirms the format will be subject to motion fees as set forth in Rule 40.

Arbitrators: Where parties agree on a format, the AAA® strongly encourages arbitrators to confirm such format.

Indexing Tips When Uploading Documents in AAA WebFile®

When uploading Rule 5(g) Responses, please index as follows: Document Group – Claims/Counterclaims, Document Type – Answers/Counterclaims/Cross Claims and Amendments.

When uploading Hearing Documents, please index as follows: Document Group – Briefs, Document Type – Pre-Hearing Schedule/Briefs/Submissions.

Proper indexing ensures the parties' and arbitrators' prompt access to documents and will help case participants locate specific documents in the grid. Please note, the AAA reviews all uploads to make sure they are correctly indexed.



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Email Communication Tip

To ensure that you are receiving AAA emails, we recommend that you include **@adr.org** email addresses on your safe-sender list, along with making any other necessary updates to your firewall settings.

Need a Postponement? What to Do; What *Not* to Do

A hearing cannot be postponed without either consent of all other parties or an arbitrator's order. A hearing remains on the calendar, as scheduled, until there is confirmation of an agreement by the parties to postpone or until an arbitrator has ordered a postponement.

What to do:

- First, contact the other party.
- If there is agreement, provide proof of consent when emailing the case administrator with notice, or copy opposing counsel so they can confirm agreement.
- If there is no agreement and you wish to pursue the postponement, send a letter to your case administrator requesting a postponement and providing the basis for your request to the arbitrator.

What not to do:

- Do not notify the AAA of a postponement or a request for a postponement until after you have communicated with the opposing party to obtain their consent.
- Do not contact the arbitrator directly, which is a violation of Rule 21.
- Do not include the arbitrator on any emails to your case administrator regarding a postponement. The AAA will communicate with the arbitrator.

Cybersecurity Tips and Best Practices

When logged into Panelist eCenter® or AAA WebFile, please become familiar with the *Information Security Tips & Trainings* page. This page is regularly updated to provide useful information, such as "Recovering from Email Account Compromise." This guide includes some tips on signs that an email account might be compromised, steps needed to recover from it, and thoughts on how to prevent future occurrences.

Arbitrator Compensation by Electronic Payment (ACH)

Did you know you can receive your compensation payments electronically? No more searching for lost checks or tracking payments on closed files.



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If you would like to enroll, please email ACH@adr.org to request an AAA Direct Deposit Panelist Authorization Form. The instructions to upload the form are included with the form.

Any questions should be directed to ACH@adr.org.

Useful Links

[Minnesota No-Fault Page](#)

[Minnesota Rules of No-Fault Arbitration Procedure](#)

[Online Settlement Tool FAQ](#)

Feedback

What would you like to see featured in this publication?

Please contact Kelly Baker at KellyBaker@adr.org or Kristin Folsom at KristinFolsom@adr.org.