



FAQs on Online Scheduling

Do I use AAA WebFile® or Panelist eCenter® to access my “Per Case Calendar”?

If you are the party or attorney for that particular case, you will access the Per Case Calendar through WebFile. If you are the arbitrator for that particular case, you will access the Per Case Calendar through Panelist eCenter.

Is the only way to access AAA WebFile or Panelist eCenter via the link I receive in the AAA® correspondence?

No, you are not required to use the link. You may navigate to the login screen by any manner most convenient for you.

Do I use AAA WebFile or Panelist eCenter?

If you are the arbitrator on the particular case, then you use Panelist eCenter. If you are the party or attorney on the particular case, you must use AAA WebFile.

Can I submit my calendar through the “My Calendar” tab?

No, the “My Calendar” feature is a separate and distinct calendar. It is not used for the Minnesota No-Fault scheduling process and will not be taken into consideration while scheduling hearings for this caseload. However, Minnesota No-Fault users may use it as a resource to review scheduled hearings.

What is the scheduling period?

The scheduling period is the duration of time that a hearing may be scheduled and for which you must mark off any unavailability. The scheduling period begins 14 days from the date the “Provide Availability” task is generated by the AAA and it lasts for 22 weeks. Once the task is generated on a particular case, the scheduling period will not change for that case.

Can I update my calendar after I submit my availability?

No. Once you submit your availability, the calendar may not be changed by the user or by the AAA. If your calendar changes frequently, we recommend that you wait until the due date to submit the calendar.

Can I print the “Per Case Calendar” and send it by email, fax, or U.S. Mail?

No, the calendar must be completed and submitted through the online portals.

I only want to have one hearing a day. How do I complete the calendar?

Please see the Quick Guide to Online Scheduling for examples of how to complete your calendar for various types of scenarios. This guide is located on the AAA’s Minnesota No-Fault site at www.adr.org/mnnofault.



Can I delete an entry I marked as unavailable on the calendar?

Yes, as long as you have not already submitted your calendar to the AAA. To delete an entry, right click on the entry you would like to delete and select "delete".

I am an arbitrator, where do I indicate my preferences for hearing materials and location?

This information is captured on an individual arbitrator account level. The AAA will no longer ask you for this information on each case, rather, it is now stored on your account within our system. If you would like to update the information, please contact us at 612-332-6545 or by email at MinnesotaNoFaultArbInfo@adr.org.

If I do not submit my calendar, will any dates saved on the calendar be considered?

No, you must submit your calendar by clicking "Submit Unavailability" in order for the AAA to receive the information and use it during the scheduling process.

Do I need to mark off dates when I already have an existing no-fault scheduled on the calendar for that date/time?

As a best practice, we recommend that you mark these off as unavailable because if the case settles or postpones, the date/time will become available on your calendar, which means that the present case could get scheduled on that date and time.

Can I use the same calendar for multiple cases?

No, each case has a separate and distinct calendar.

Where can I get a copy of the dates and times that I marked off?

A copy of the dates and times that you marked as unavailable is stored in the case documents grid. The report is date stamped and identifies who submitted the calendar.