



## AAA Electronic Case Filing (“ECF”) Guidelines FAQ for Panelists

### **Can I opt out of e-filing, so that documents are emailed directly to me?**

e-Filing in accordance with the AAA *WebFile® Electronic Case Filing Guidelines* is now the default process for most AAA cases. Unless the parties agree to opt out of e-filing, the arbitrator or mediator should not direct the parties to transmit documents via email that should be e-filed pursuant to the guidelines. There may be exceptions, such as the need to transmit file types that WebFile does not accept (e.g. audio and video files).

### **Do I have to e-file orders, executed subpoenas, and awards?**

AAA strongly prefers that panelists e-file their orders, award drafts and awards, and the AAA-ICDR case manager will review the documents, grant the case participants viewing privileges, and inform the case participants that the documents may be viewed in WebFile. Alternatively, the panelist may email such documents to the AAA-ICDR case manager who will upload them and then advise the case participants. We understand there may be exceptions from time to time, particularly with time sensitive communications, that panelists will want to email the document directly to the parties (e.g. executed subpoenas), and that is acceptable.

### **Does an automated email go to the case participants when the panelist e-files/uploads a document?**

No. When a panelist uploads a document to eCenter, the document will have limited indexing, so that only the panelist and AAA will be able to view it. As a result, when a panelist uploads a document, only the AAA-ICDR case manager will receive an email notification. The AAA-ICDR case manager will review the document, index it appropriately so as to allow the parties viewing privileges if appropriate, and then notify the case participants that the document is viewable in WebFile.

### **If parties are following the WebFile ECF Guidelines, will I still receive their documents via email?**

No, panelists will receive an automated email notification when documents have been e-filed for which they have viewing privileges. The email notification will have a link to log in to Panelist eCenter in order to view the documents.

### **What if I issue an order informally in an email?**

That is fine. The AAA-ICDR case manager will upload and index the email so that it is retained in the electronic case file.

Please review the AAA *WebFile® Electronic Case Filing Guidelines* and the AAA *WebFile® ECF Guidelines FAQ* on [adr.org/support](https://adr.org/support).