



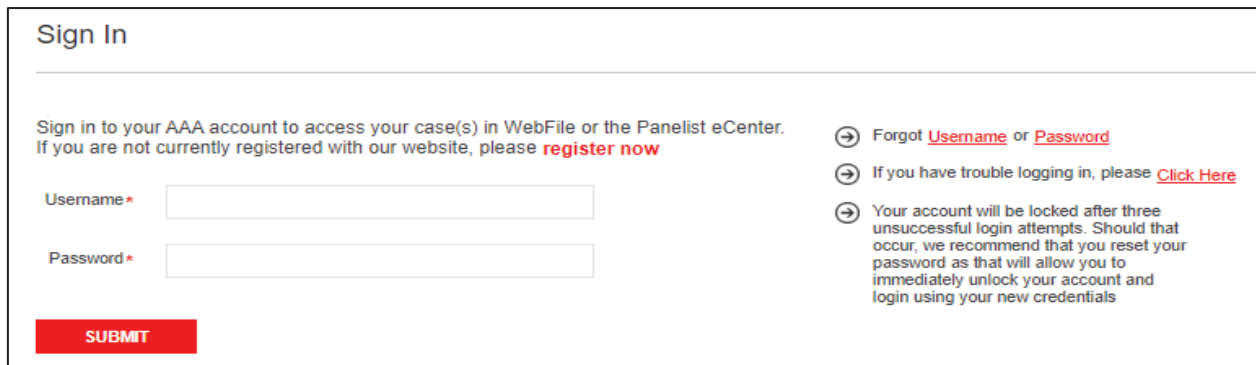
Completing Oaths and Disclosures Online for Minnesota No-Fault Arbitrators

To review and complete oath and disclosures online, please follow the steps below:

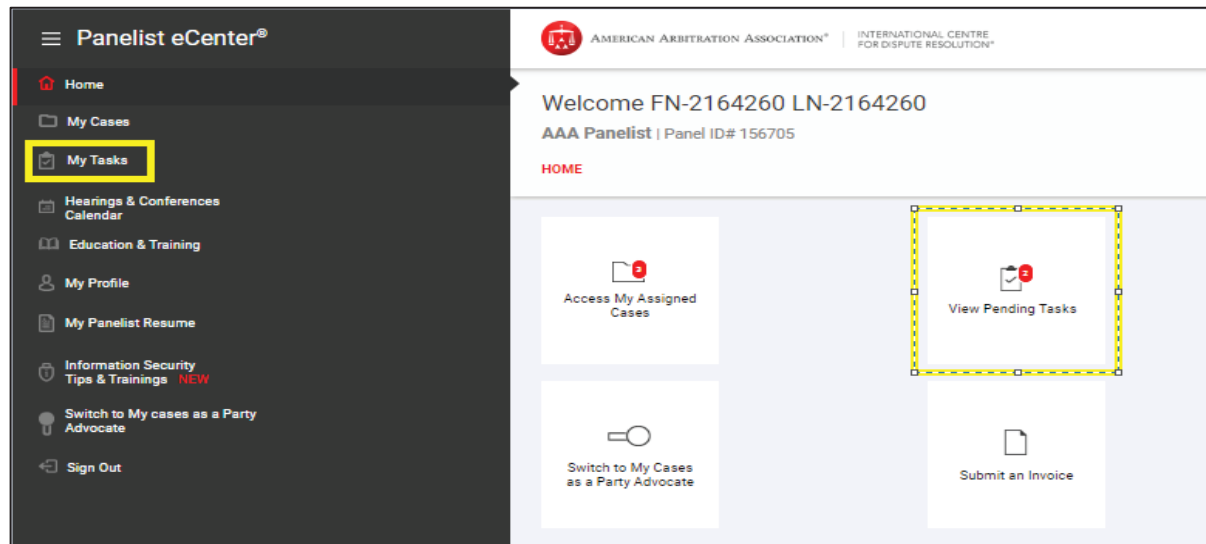
1. Log in to your AAA Panelist eCenter® account by visiting the AAA's webpage at www.adr.org and navigating to "My Account."



2. Enter your login credentials and click "Submit."



3. Click on either "My Tasks" from the menu bar on the left or "View Pending Tasks" to view cases with pending Oath & Disclosure forms to complete





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You will be directed to a screen that lists all pending tasks with the associated case information. Tasks identified as "Invitation to Serve" are pending Oath & Disclosure forms. The due date for each task is noted in the column to the right of the task.

- 4. Click on the case number next to the Oath & Disclosure task which you want to complete. The case number is a link that will bring you to the case record.

CASE NUMBER	TASK	DUE DATE	CLAIMANT	RESPONDENT
01-21-0004-9615	Invitation to Serve	9/16/2022	CAP-012100049615-1-C-1177	CAP-012100049615-2-R-1177
01-21-0004-9694	Invitation to Serve	9/16/2022	CAP-012100049694-1-C-1178	CAP-012100049694-2-R-1178
01-21-0009-2909	Invitation to Serve	9/30/2022	CAP-012100092909-1-C-1264	CAP-012100092909-2-R-1264

- 5. From the case record, navigate to the "Documents" tab to review the petition and response, as well as any pending hearing format objections. You may view these document directly from the documents grid, download them to a secure file or print them as needed.

CASE INFORMATION TASKS EVENTS **DOCUMENTS** FINANCE

Case Caption: CAP-012100049615-1-C-1177925 v. CAP-01210...
Case Number: 01-21-0004-9615 Case Manager: Jill Roettger ja@arism.adr.org
Phone: (706) 613-2700

You may search for documents by typing text in the search box at the top of the relevant column and pressing ENTER on your keyboard. You may sort documents in ascending or descending order using the arrows in the column header. Common categories of the documents have been grouped in the Filter menu. To download one or more documents, check box(es) in the first column and click Download. Use the Actions menu to FLAG documents for yourself.

Actions Filter: All Documents Clear Filters Refresh Mark All as Read Print Document List Download Upload Show 5 Expand View

VIEW	NEW	DOCUMENT SOURCE	DOCUMENT DATE	DOCUMENT DESCRIPTION	DOCUMENT TYPE	DOCUMENT GROUP	FILE NAME	FLAG
<input type="checkbox"/>	Yes	CAP-012100049615-1-C-1177925	07-Sep-2022	Rule 5g Response	Answers/Counterclaims/Cross... and Amendments	Claims/Counterclaims	Rule 5g Response.pdf	
<input type="checkbox"/>	Yes	CAP-012100049615-1-C-1177925	29-Jul-2021	2021-07-29 Claimant petition	Demand (Claims) and Amendments	Claims/Counterclaims	2021-07-29 Claimant petition.pdf	

- 6. Once you've reviewed the case documents, click on the case "Tasks" tab.

CASE INFORMATION **TASKS** EVENTS DOCUMENTS FINANCE



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7. Next, click on the "Invitation to Serve" link.

The screenshot shows a navigation bar with tabs: CASE INFORMATION, **TASKS**, EVENTS, DOCUMENTS, and FINANCE. Below the tabs, case details are listed: Case Caption: CAP-012100049615-1-C-1177925 v. CAP-01210... and Case Number: 01-21-0004-9615. A section titled 'Pending Case Tasks' contains a table with one entry: 'Task (Task Name)' with a link 'Invitation to Serve' highlighted by a yellow box.

8. This will bring you to the Invitation screen where you will complete the Oath & Disclosure form. After confirming you have reviewed the case materials, click "Accept" and then proceed to number 9 in the instructions. To decline, click "Decline." The Case Administrator will automatically receive notice that you have declined the case, and nothing further is required of you.

The screenshot shows a progress bar with steps: View Invitation, Review Instructions, Make Disclosures, Upload Additional Disclosures, and Final Review & Submit. Below the progress bar, the 'Arbitrator Invitation' section contains instructions and a form with a 'Cancel' button, a checked checkbox 'I have reviewed the case materials' (indicated by a yellow arrow), a highlighted 'Accept' button, and a 'Decline' button.

9. If you've accepted the case, review the Disclosure Obligations and Instructions on the Review Instructions page. Then click "Next."

The screenshot shows the 'Review Instructions' page with a progress bar highlighting the 'Review Instructions' step. The page content includes 'Case 01-21-0004-9615: Notice of Appointment for FN-2164260 LN-2164260', 'Disclosure Obligations' with a red warning about conflicts of interest, and 'Instructions' regarding the review process. At the bottom, there are 'Previous' and 'Next' buttons, with 'Next' highlighted by a yellow box, and a 'Print Instructions' button.



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10. Next, you will be directed to the Disclosure screen. Carefully read each question and select the appropriate response. Where appropriate, include detailed disclosures in the box below the question. Once completed, click "Next."

6. **No person shall serve as an arbitrator in any arbitration in which he or she has a financial or personal conflict of interest.** It is most important that the parties have complete confidence in the arbitrator's impartiality. Therefore, please disclose any past or present relationship with the parties or their counsel, direct or indirect, whether financial, professional, social or of any other kind. If any relationship arises during the course of the arbitration or if there is any change at any time in the biographical information that you have provided to the AAA, it must also be disclosed. Any doubts should be resolved in favor of disclosure. Are you aware of such a relationship? If so, please describe it below. The AAA will call the facts to the attention of the parties' counsel.

Yes No

The Respondent's attorney and I worked at the same firm 15 years ago. |

< Previous Next >

Save Progress Cancel

11. This will bring you to the Upload Additional Disclosures screen. You may upload any additional written disclosure as necessary. **Also, please upload the Hearing Format Confirmation Form that was included with your Invitation letter. Then click "Next."**

View Invitation Review Instructions Make Disclosures **Upload Additional Disclosures** Final Review & Submit

Case 01-21-0004-9615 : CAP-012100049615-1-C-1177925 v. CAP-012100049615-2-R-1177926

Notice of Appointment for FN-2164260 LN-2164260

Additional Disclosures

If you need to provide additional information about accepting your appointment to this matter, you may attach up to ten files here.

Attach Documents (You may attach up to ten (10) files.) Attach

File Name	Description	Actions
No data to display.		

Review

You may review and make changes to any of the prior sections by clicking on the Navigation bar above.

< Previous Next >

Save Progress Cancel

12. Finally, you will be directed to the Oath. Enter your initials to sign the document. Then click "Submit." You may also choose to print and/or review the form before you submit.

Case 01-21-0004-9615 : CAP-012100049615-1-C-1177925 v. CAP-012100049615-2-R-1177926

Notice of Appointment for FN-2164260 LN-2164260

THE ARBITRATOR'S OATH

The undersigned arbitrator, being duly sworn, hereby accepts this appointment and will faithfully and fairly hear and decide the matters in controversy between the above-named parties, in accordance with the Minnesota No-Fault Act and rules promulgated hereunder; and will make an Award according to the best of the Arbitrator's understanding.

If your jurisdiction requires notarization of the arbitrator's oath, you may accept this invitation online and print the completed Notice of Appointment and Oath from this screen without submitting, using the Print/Review button below. Then return the notarized Oath to the case manager.

Please indicate your acceptance of this appointment as arbitrator by entering your initials in the space provided below and clicking on "Submit".

Enter Initials -3 characters only

Neutral Name: FN-2164260 LN-2164260 Date: 07-Sep-2022

< Previous **Submit** Print / Preview Save Progress Cancel

After you click submit, you will be prompted to confirm that you want to submit the form. **Once the form is submitted, you will not be able to make any further edits.** Any questions should be directed to the Case Administrator.