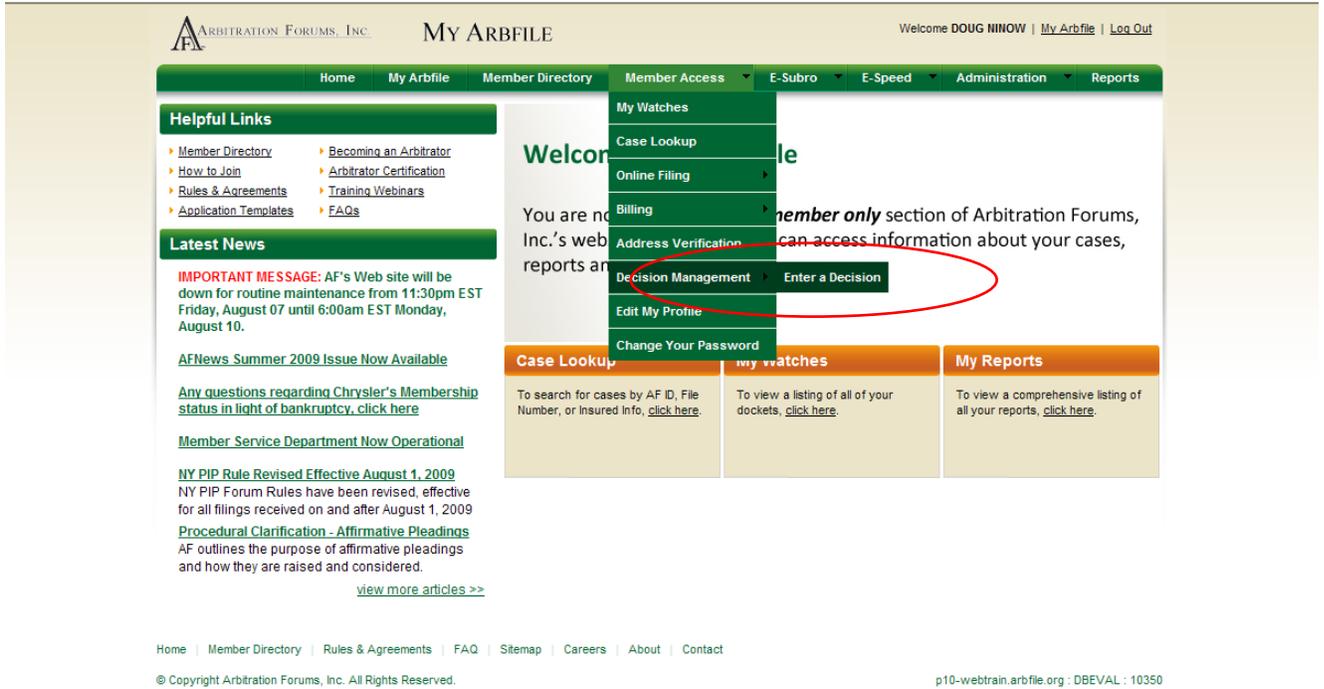


Special Arbitration Online Decision Entry Procedure

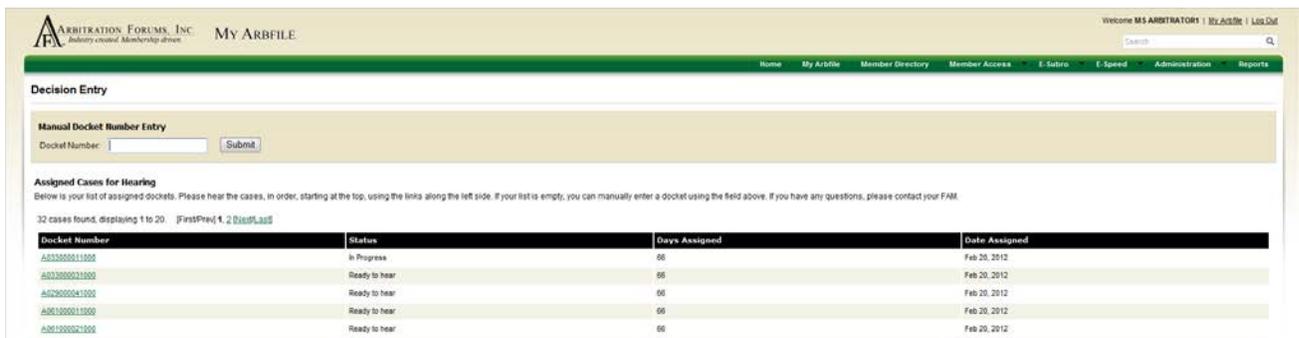
You need an AF User ID and Password to enter decisions online. If you have forgotten your Password, go to AF's website (www.arbfile.org), click **Forgot Password**, enter your email address or User ID, then follow the prompts to receive a new case sensitive Password.

Step 1: After you log in, click **Member Access**, then **Decision Management**, then **Enter a Decision**.



The screenshot shows the 'My ARBFILE' interface. The navigation menu includes: Home, My Arbfile, Member Directory, Member Access, E-Subro, E-Speed, Administration, and Reports. A dropdown menu is open under 'Member Access', showing options: My Watches, Case Lookup, Online Filing, Billing, Address Verification, Decision Management, Edit My Profile, and Change Your Password. The 'Decision Management' option is highlighted, and its sub-menu 'Enter a Decision' is also highlighted with a red circle. The main content area shows a welcome message and a 'member only' section with a link to 'can access information about your cases, reports and...'. Below this are three boxes: 'Case Lookup', 'My Watches', and 'My Reports'. The footer contains navigation links, copyright information, and a user ID: p10-webtrain.arbfile.org : DBEVAL : 10350.

Step 2: Enter the docket number that you're hearing and click **Submit**, or click one of the assigned cases.



The screenshot shows the 'Decision Entry' page. It features a 'Manual Docket Number Entry' form with a 'Docket Number' input field and a 'Submit' button. Below the form is a section titled 'Assigned Cases for Hearing' with a table of cases. The table has columns for 'Docket Number', 'Status', 'Days Assigned', and 'Date Assigned'. There are 32 cases found, displaying 1 to 20. The first few rows are as follows:

Docket Number	Status	Days Assigned	Date Assigned
A03300011000	In Progress	06	Feb 20, 2012
A03300021000	Ready to hear	06	Feb 20, 2012
A02900041000	Ready to hear	06	Feb 20, 2012
A061000011000	Ready to hear	06	Feb 20, 2012
A061000021000	Ready to hear	06	Feb 20, 2012

Step 3: Enter the information that appears on the screen below.

NOTE: Periodically click **Save** to save your work.

1. General Information

Date Heard: Enter the date that you hear the case using MM/DD/YYYY format. You can also use the calendar icon to select the date. Today's date is the default choice.

Arbitrator 1: Your name will automatically populate based on your User ID and Password. For three-person panels, click on **Arbitrator 2**, type the arbitrator's last name, click **Filter**, and then select the correct name from the available list. Repeat for Arbitrator 3.

2. Case Information

This information is pre-filled. You do not need to enter anything. Simply compare the information to that in the file to ensure you are in the correct case.

3. Hearing Representation

Click each box that applies for each party.

Click **Application** if there is a Special form.

Click **Contentions** if there is a Contentions Sheet.

Click **Evidence** if evidence is submitted.

Click **Personal Appearance** if someone appeared the hearing. If an appearance was made you will be prompted to enter the person's name and role (Attorney, Company Representative, Insured, Expert, Witness). To enter this information, click **Add a Representative**, enter his or her First and Last Name, and select his or her role. Repeat if multiple appearances were made.

Click **No Answer** if a Respondent did not respond to the arbitration filing.

4. Affirmative Defense Finding

If an Affirmative Defense has been asserted, you will note your Finding by selecting "Yes" if the Affirmative Defense is Granted (i.e. it is valid and/or applicable) or "No" if it is not Granted. You will also type in your rationale or explanation for your Finding. This field should never say only, "Affirmative Defense considered and denied" or "...considered and granted." That tells the parties nothing about why you found as you did. Why was the Affirmative Defense upheld or denied? If the Affirmative Defense is upheld you will be done entering the decision as arbitration lacks jurisdiction over the matter. If the Affirmative Defense is denied, you will continue to enter your decision.

5. Deferment Finding

If a deferment has been requested, you will note your Finding on the deferment request by selecting "Yes" if the deferment is granted or "No" if not. You will also type your rationale or explanation for your Finding. Why was the deferment request granted or not? If the deferment is granted, you will be done entering the decision and the case will be deferred for one year. If the deferment is denied, you will continue to enter your decision.

Decision Information	
Loss Summary	
Summary of Dispute	
Company 1 - ALPHA	
Synopsis of Contentions view contentions	
Synopsis of Evidence view evidence	6
Company 2 - BETA INSURANCE COMPANY	
Synopsis of Contentions view contentions	
Synopsis of Evidence view evidence	

6. Decision Information

- **Summary of Dispute:** Enter the issue(s) of dispute for each party. For example, "Alpha seeks contribution from Beta for a BI settlement arising out of an auto accident" or "This is a concurrent coverage dispute between the insurer for a general contractor and the insurer for a sub-contractor, who added the general contractor as an additional insured on

their policy, in an alleged construction defect claim” or “Alpha seeks recovery of WC benefits paid as a result of a slip and fall accident.”

- **Synopsis of Contentions:** Enter a summary of each party’s position and at a minimum should provide the theory of recovery/liability or theory of defense.
- **Synopsis of Evidence:** This section should contain a summary of how the evidence supports or fails to support the Contentions pled by that party. Avoid merely listing the evidence.

Worksheet						Damages Proven
1. % of liability or coverage assigned	2. Dollar amount based on assigned % of Damages Proven	3. Dollar amount in column 2 less amount paid	4. Lesser of amount in column 3 or Contribution Sought	5. Legal fees	6. Final Award	\$ 80000.00
Company 1 - ALPHA INDEMNITY INSURANCE COMPANY	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
Company 2 - BETA INSURANCE COMPANY	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	

Decision

Decision:

Explanation of Decision:

Buttons: Save, Submit, Preview, Show Details, Cancel

7. Worksheet

The **Worksheet** section is pre-filled with Total Settlement Amount under **Damages Proven**. If the total damages were not proven, you will enter the actual amount that was proven. You will then enter the **Liability or Coverage Assigned** percentage in column 1, which will pre-fill column 2, **Dollar amount based on assigned % of Damages Proven**. Subtract any payment already made, from the calculated contribution, from the amount in Column 2 and enter that amount in Column 3, **Dollar amount in Column 2 less amount paid**. Column 3 does not pre-fill and must have a value entered. Column 4 will pre-fill once an amount is entered into Column 3. If **Legal Fees** are being awarded, enter that amount in Column 5. The final column, **Final Award**, will pre-fill based on the amounts in Columns 1 – 5.

8. Decision

- **Decision:** Enter your Basis of Findings. This is typically a brief statement as to whether or not liability and/or damages were proven and in what amount. Some examples include: “Alpha (Company Name) proved liability at %”; “Alpha (Company Name) did not prove liability”; “Alpha (Company Name) proved damages at \$_, liability not at issue.”
- **Explanation of Decision:** This section should bring it all together. Enter an explanation as to how you arrived at your decision, what issues were important, what evidence was critical, any rules that were particularly impacted in the decision and address the arguments that were not accepted so the non-prevailing party is confident they were considered.

Step 4: After you enter all the information and double check your entries and spelling, click **Submit**. For three-person panels, the second and third panelist must enter their respective passwords before clicking **Submit**.