

Post-Decision Inquiry (PDI) Job Aid for Arbitrators

Once a Post-Decision Inquiry (PDI) is created by the member, the following email is sent to the arbitrator.

To: ccalhoun@arbfile.org

From: notifications@arbfile.org

Send Date: 01/12/2020 04:14:47 p.m.

Subject: Post Decision Inquiry Sent to Arbitrator - Request for Info - AF Case Number: 2000003215-C1

Dear CINDY CALHOUN,

\$500 was reduced from Alpha's damages without any explanation

Please note that the links below will only be active through 01/19/2020 4:14 p.m.

You can view the post-decision inquiry details using the following link:

<https://trsuat08.arbfile.org/trs/web/support/12771/supportDetails/541/pdi>

You can view the decision details using the following link:

<https://trsuat08.arbfile.org/trs/web/tab/viewDecision/12771/decision/5711>

Click this link to review post-decision inquiry details.

Click this link to review decision details.

Thank you for your commitment as an arbitrator. We appreciate your help. If you have any questions, contact us at 1-866-977-3434 or ArbitratorSupport@arbfile.org.

DO NOT reply or forward this e-mail as responses are not monitored.

Sincerely,
Arbitration Forums, Inc.
Industry Created. Membership Driven.

For timely handling of the Post-Decision Inquiry (PDI), please respond to all requests within **24 hours** of receipt. For questions, please contact 1-866-977-3434 or send an email to arbitratorsupport@arbfile.org

The email also indicates **not** to reply to or forward the email, as the Inbox for that address is not monitored. To enter your decision, respond from within the TRS system.

Below are the steps on how to enter your Post-Decision Inquiry response.

To respond to the inquiry, click the **Post-Decision Inquiry** link (noted in the email), which takes arbitrators to the following screen:

The screenshot shows the Arbitration Forums, Inc. interface. At the top, there is a navigation bar with the company logo and name, a search bar, and a user profile for Cindy Calhoun. Below this is a breadcrumb trail: Home / Post Decision Inquiry Detail. The main content area displays case information: Loss State: Arizona, Loss Date: 1/11/2020, Filed On: 1/12/2020; Filing Parties: (2) ALPHA INSURANCE OF FLORIDA (BILL CLINTON), BETA INSURANCE OF COLORADO (GEORGE BUSH); AF Filing ID: 2000003215-C1-D1; Negligence Laws: Pure Comparative. A 'Request Additional Information' section is highlighted with a green dashed arrow pointing to the 'View Decision' button. The request details are: Recipient: CINDY CALHOUN (ccalhoun@arbfile.org), Requested Date: 1/12/2020 4:14 PM, and Request: \$500 was reduced from Alpha's damages without any explanation.

The **Request for Additional Information** screen provides the following details:

- **Recipient:** Provides the arbitrator's name.
- **Requested Date:** Date the request was made.
- **Request:** Provides the reason for the inquiry from the member.

To begin, select the **View Decision** tab to review your initial decision.

After viewing decision details, select the **Respond to this Request** tab to provide an additional explanation for this decision.

This screenshot is identical to the one above, showing the same case details and 'Request Additional Information' section. However, a green dashed arrow points from the 'Request' text to the 'Respond to this Request' button, indicating the next step in the process.

Enter additional information in the **Response** field (highlighted below) then select **Respond to Inquiry**.

The screenshot displays a web interface for handling a request. A modal dialog titled "Respond to Request for Additional Information" is centered on the screen. The dialog contains two main sections: "Request" and "Response". The "Request" section shows a text box with the content: "\$500 was reduced from Alpha's damages without any explanation". The "Response" section features a large, empty text area that is highlighted in yellow, indicating where the user should enter their reply. At the bottom of the dialog, there are two buttons: "Cancel" and "Respond to Inquiry". The background of the page is dimmed, showing a case summary with the following details: "AF Filing ID: 2000003215-C1-D1" and "Negligence Laws: Pure Comparative". Other visible elements include a search bar, a user profile icon for "Cindy Calho", and a "Respond to this Request" button.