

# This guide will cover:

Why Online Filing (OLF) is being discontinued.

- When Arbitration Forums, Inc. (AF) will initiate the import process and how you will be notified.
- How to refile and submit your case to Total Recovery Solution (TRS<sup>®</sup>).

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### Why OLF is Being Discontinued

# DISCONTINUED

Arbitration Forums, Inc. has been on a multiyear journey to deliver an innovative arbitration product that reduces cycle time, decreases filling errors, and improves decision quality.

Now with the addition of the Special Arbitration Forum, Total Recovery Solution (TRS®) contains all of AF's programs prompting the discontinuation of Online Filing (OLF) later this year.

Open, unheard cases will have to be resubmitted in TRS. This includes cases that have been deferred. In preparation for the move, you are asked to refile your OLF cases in TRS<sup>®</sup>.

# **Import Initiation and Notification**



	Se	epte	mbe	r 202	4	
SU	мо	τu	WE	тн	FR	SA
1	2	3	4	5	6	7
8	9		11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					





AF will initiate the import of Online Filing (OLF) cases to TRS<sup>®</sup> on September 9, 2024. Once the import is complete, a notification is sent to your company's global address. To access the case, click the hyperlink.

You can also access the TRS<sup>®</sup> case by entering the claim or docket number in the field provided.

# How to Refile and Submit a Case in TRS

# Quick

Tips



Not all claim information will migrate from OLF to TRS. You will need to re-enter information from certain sections, such as Company-Paid Damages.

Evidence from OLF will migrate to TRS and will be located in **Evidence Manager**. You are required to attach evidence to relevant workflow steps.

Review each workflow step carefully and enter claims information where required before submitting the case to TRS.

### **Enter Filing**

After entering the OLF docket number or claim number, the case will appear on your worklist. From the filter options, select **OLF to TRS Cases.** By selecting this filter, only migrated OLF to TRS cases will appear in the Worklist.

		Open Closed Deferred OLF to TRS Cases	☆ I240001E9ED-0 Loss State: Net Loss Date: 5/2	C <b>1</b> w York /2013	
Case ID	Company	Feature	Claim Rep	Due Date	Status
☆ P240001F5CD-C1 Loss State: Florida Loss Date: 7/12/2024	04513 ALPHA INSURANCE OF Insured: AVI TIARA	FLORIDA F Property   Claim #: UG202407191044-1 Internal Reference: P02500004	SYSTEM PROFI	LE	In Progress
To start the refi	ling process, select <b>E</b>	Enter Filing from the blue	ellipsis.	Assign Cla Delete Fe Enter Filir	aim Rep eature ng
MEMBER Managem	CONFIDENTIAL: May not be sha	rred outside Arbitration Forums, Inc. or interval.	nded Member Compan	y without Senior	5

# **Workflow Step Indicators**



Through the import process, conducted by AF, most of the claims information from the OLF case will automatically migrate into TRS. This will be denoted by a check mark next to each workflow step.

"Unchecked" workflow steps require further action.

Please **review** and **verify** the information is accurate before navigating through the workflow steps and submitting your case.

### New York PIP Workflow Steps

### WORKFLOW STEPS Incident Details and My Party Information Select Coverages $\checkmark$ $\checkmark$ Add Additional Parties Party Information for BETA INSURANCE OF COLORADO $\checkmark$ (THOMAS STONE) Party Information for BETA INSURANCE OF COLORADO $\checkmark$ (THOMAS STONE) Liability Arguments П Coverage Information - Property Feature Information - New Feature **Counterclaim Response Assertions** Select Features To Submit Filing Options & Billing Review & Submit

### Property Workflow Steps

	WORKFLOW STEPS
V	Incident Details and My Party Information
	Import Damages
	Select Coverages
$\checkmark$	Add Additional Parties
	Party Information for Gamma Insurance Company
$\checkmark$	Liability Arguments
	Select Features To Submit
	Filing Options & Billing
	Review & Submit

### Special Workflow Steps

From the first workflow step, the below banner appears. This notification states the case originated from OLF and has been migrated to TRS.

ARBITRATION FORUMS, INC.			Case - I240001F31B-C1	◆ ◆ Demander •
Incident Details and My Party Informatic	n			Exit Workflow
Loss State: New York Loss Date: 3/24/2012	Filing Parties: (2) * ALPHA INSURANCE OF FLORIDA (D.	ANNY HAMILTONI	AF Case ID: I240001F31E gence Law: Pure Cr AF (	Case ID:
	C Online Filing Case This Case has been migrated	from OLF to TRS	Case Actions 🗸	Evidence Manager
WORKFLOW STEPS  Incident Details and My Party Information	Incident Details and My Party Ir	nformation @	)	
Case Qualifiers	Case Type			
☑ Select Coverages	🗸 Coverage Group 🕑	New York PIP		v 🖊
Add Additional Parties	✓ Right of Recovery	Loss Transfer		~ /
Party Information for BETA INSURANCE OF COLORADO (ELSIE NORMAN)				_
☑ Liability Arguments	Incident Details			
Coverage Information - NYPIP	✓ Loss Date	03/24/2012		
Feature Information - FEATURE 1	✔ Loss State	New York		*
□ Si t	Loss County			
Filing Options & Billing				
Review & Submit	Loss City	NEW YORK		

Selecting the banner populates an important message about the case. Please review case details carefully, especially the following areas:

- Contentions/Liability Arguments
- Feature and Damages Information
- Evidence Attachments

This case was migrated from Online Filing and therefore should be reviewed carefully. The original OLF filing date is applicable to the TRS case. Please pay particularly close attention to the following areas:

- Contentions/Liability Arguments
- · Feature and Damage Information
- Evidence Attachments

You can use the "OLF Case Print" option under Case Actions to refer back to the original Online Filing case. If anything is missing, you can copy and paste from the OLF Case Print to this TRS Case where appropriate.

Once an OLF case is migrated to TRS, it is no longer accessible in OLF. To refer to the original case details, select **OLF Case PDF** from the **Case Actions** tab.



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### **Incident Details and My Party Information Workflow Step**

During the import process, data entered in OLF will be populated in the associated TRS fields. Data that is not available in OLF but is required in TRS will have to be entered.

In some cases, claims information will be defaulted into specific fields. You will need to verify the accuracy of this information.

To edit a field, select the below icon in red. Using the drop-down arrow, select the correct Right of Recovery.

E ARBITRATION FORUMS, INC.			Case •	Jack Demander •
ncident Details and My Party Informati	on			Exit Workflow
Loss State: New York Loss Date: 3/24/2012	Filing Parties: (2) * ALPHA INSURANCE BETA INSURANCE O	E OF FLORIDA (DANNY HAMILTON) F COLORADO (ELSIE NORMAN)	AF Case ID: Negligence Law: Pure Comparative	
	C Online Filing Cas This Case has bee	se n migrated from OLF to TRS	Case Actions 🗸 📑	Evidence Manager
WORKFLOW STEPS				
Incident Details and My Party Information	Incident Details and M	y Party Information (		
Case Qualifiers	Case Type			
☑ Select Coverages	✓ Coverag	Ge Group 🚱 New York PIP		~ 🖊
Add Additional Parties	Picks	Pacovany Less Transfer		
Party Information for BETA INSURANCE OF COLORADO (ELSIE NORMAN)	- ngitt	Loss transfer		
Liability Arguments	Right of Recovery	Loss Transfor		
Coverage Information - NYPIP	<ul> <li>Right of Recovery</li> </ul>	Loss Transfer		
Feature Information - FEATURE 1				
Select Features To Submit		Loss Transfer		
Filing Options & Billing		Phoney of Payment		

For Property cases, enter the Loss Type and Cause of Loss using the drop-down options listed.

Incident Details and My Pa	rty Information 😮		Rost/Waterraft
Case Type			Equipment Fire Inland Marine Loss
🗸 Coverage Group 😧	Property	~	Structural Damage Underground Cable Utility - Above Ground Water
✓ Right of Recovery	Negligence	· /	
\star Loss Type 🕑	Select Loss Type from the drop-down options below:	<b>~</b>	Construction Defect
★ Cause of Loss	Select Cause of Loss from the drop-down options below	:	Contractor Liability Contractual Liability Improper Maintenance Motor Vehicle Impact
Property view			Personal Liability Product Liability

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New York PIP view

Incident Details and My Par Case Type	ty Information 🤕	For Speci edit tab t
✓ Coverage Group ✔ Right of Recovery	Third Party Contribution (Special Arb)       ~         Contribution Among Co-defendants       ~	Right of original i informat
Incident Details Contribution Contribution	Among Co-defendants For Concurrent Coverage	
Loss County	Loss County	
Loss City	ТАМРА	

For Special cases, select the edit tab to change the **Right of Recovery** if the priginal imported claim information is inaccurate.

#### Special view

Incident Details	
Loss Date	03/24/2012
✓Loss State	New York
Loss County	Loss County
Loss City	NEW YORK
Party Information	
Company	04513 - ALPHA INSURANCE CO
✓ Subsidiary	0002 - ALPHA INSURANCE OF FLORIDA
Policy Information	
Claim Number	383737ej38
Policy Number	
Policy Issue State	~
✓ Line of Insurance	Personal/Individual     Commercial/Business
✓ Insured's First Name	Stacy
✓ Insured's Last Name	Wrightwood

# Next, review the remaining sections for accuracy:

- Incident Details
- Party Information
- Policy Information

Once all information is reviewed and verified, navigate to the next workflow step.

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### **Special – Import Damages**

For Special cases, the **Import Damages** workflow step appears. Select the appropriate coverage using the drop-down options below.

The **Total Damages Sought** amount will migrate from OLF to TRS and can be found to the right.

ARBITRATION FORUMS, INC.		Case 🗸	A Jack Demander -
ncident Details and My Party Infor	mation		Exit Workflow
Loss State: Florida Loss Date: 3/24/2012	Filing Parties: (2) * ALPHA INSURANCE OF COLORAD BETA INSURANCE OF COLORAD	AF Case ID: Negligence Law: Pure Comparative iling Case Case Actions	Evidence Manager
WORKFLOW STEPS			
Incident Details and My Party Information	My Damages 😧		
🗆 Import Damages	The following recoveries were found to be associated with this case. You may import any	of these recoveries to be included as damages on this filing as . Yor a	dd any damages not listed. Import Selecte
Select Coverages	5025000170800 (OLE Docket)	Total Damages Sought	\$2 500 00
☑ Add Additional Parties	Select Coverage		¥2,500.00
Party Information for CHUBB NATIONAL INS (J VAN)		Y	
☑ Liability Arguments	Select Coverage		
Select Features To Submit	-AUTO POLICY-		
□ Filing Options & Billing	Bodily Injury Property Damage		
Review & Submit	Uninsured Motorist Bodily	' Injury	
	Uninsured Motorist Proper —GENERAL LIABILITY POLI Personal Liability Bodily In Personal Liability Property	rty Damage ICY— jury Damage	

Check the box adjacent to the OLF docket number. This enables the **Import Selected** tab.



Selecting the tab imports the selected coverage and allows you to bypass the next workflow step titled "Select

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Coverages."

# **New York PIP – Case Qualifier Workflow Step**

For New York PIP cases, a Case Qualifiers workflow step appears. You are required to confirm that the filing satisfies one of the stated qualifiers.

Since OLF did not require this information, no data was captured to migrate into TRS. Please complete this step by entering "Yes" or "No." When "Yes" is selected, a **Justification** field appears to support your claim.

ARBITRATION FORUMS, INC.		Case 🗸	Q 🚹 Jack Demander -
Incident Details and My Part	ty Information		Exit Workflow
Loss State: New York Loss Date: 3/24/2012	Filing Parties: (2) * ALPHA INSURANCE OF FLORIDA BETA INSURANCE OF COLORADO	AF Case ID: Negligence Law: PL	ire Comparative
	C C	nline Filing Case his Case has been migrated from OLF to TRS	ase Actions 🗸 🔲 Evidence Manager
WORKFLOW STEPS	Case Qualifiers 😨		
Incident Details and My Party Information  Case Qualifiers  Select Coverages	Loss Transfer cases are filed to recover No-Fault Payments made to an injur • Involves a vehicle that weighs over 6500 lbs. unloaded • Involves a vehicle-for-hire used principally for the transportation of person	ed party as a result of an accident or occurren is or property (Including livery)	ce that meets at least one of the following criteria:
Add Additional Parties	Please confirm this filing satisfies one of the above qualifie	rs	
Party Information for BETA INSURANCE OF COLORADO	<ul> <li>Yes, this filing arises from an accident or occurrence that meets at least one</li> <li>No, this filing does not arise from an accident or occurrence that meets at least</li> </ul>	of the required qualifiers east one of the required qualifiers	
☑ Liability Arguments			
Coverage Information - NYPIP	Justification		
Feature Information - FEATURE 1     Select Features To Submit	You may optionally provide a justification. It is required that	you attach evidence in support of your cla	m.

After confirming the case qualifier and providing a justification, attach evidence.



Evidence originally uploaded from OLF will automatically migrate into TRS and be stored in **Evidence Manager**. Select the **Attach Evidence** tab from a specific workflow step to attach evidence.

### If "No" is selected, the following warning appears. You will not be able to proceed

Your filing does not meet the qualifying criteria for New York PIP Loss Transfer and cannot proceed further under this Right of Recovery.

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STOP



Make edits as needed for the accuracy of your filing.

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	2	
Add Additional Parties		The displayed
Case Parties 😮		image appears for this specific
Search Companies Enter the company r	ame of the adverse party	worknow step.
Select Parties @	Selected	Parties (1)
	BETA INURA 383737ei38 Insured: Jus	NCE OF COLORADO
Make edits as needed for the accu	racy of your filing.	
	3	
COLORADO		
		The displayed
Party Information - BETA INSU	JRANCE OF COLORADO	The displayed image appears for this specific
Party Information - BETA INSU	JRANCE OF COLORADO 3	The displayed image appears for this specific workflow step.
Party Information - BETA INSU company Subsidiary	JRANCE OF COLORADO 3 04514 - BETA INSURANCE CO 0002 - BETA INSURANCE OF COLORADO	The displayed image appears for this specific workflow step.
Party Information - BETA INSU company Subsidiary Policy Information	JRANCE OF COLORADO	The displayed image appears for this specific workflow step.
Party Information - BETA INSU company Subsidiary Policy Information	JRANCE OF COLORADO 383737ei38	The displayed image appears for this specific workflow step.
Party Information - BETA INSU company Subsidiary Policy Information Claim Number Policy Number	JRANCE OF COLORADO	The displayed image appears for this specific workflow step.
Party Information - BETA INSU company Subsidiary Policy Information Claim Number Policy Number Policy Issue State	JRANCE OF COLORADO	The displayed image appears for this specific workflow step.
Party Information - BETA INSU company Subsidiary Policy Information Claim Number Policy Number Policy Issue State V Line of Insurance	JRANCE OF COLORADO (3 04514 - BETA INSURANCE CO 0002 - BETA INSURANCE OF COLORADO 383737ei38	The displayed image appears for this specific workflow step.
Party Information - BETA INSU company Subsidiary Policy Information Claim Number Policy Number Policy Issue State ✓ Line of Insurance ✓ Insured's First Name	JRANCE OF COLORADO (3 04514 - BETA INSURANCE CO 0002 - BETA INSURANCE OF COLORADO 383737ei38 ( Personal/Individual () Commercial/Bu Justin	The displayed image appears for this specific workflow step.

Make edits as needed for the accuracy of your filing.

### **Liability Arguments Workflow Step**

Contentions previously entered in OLF will migrate to your TRS case. Please review your arguments carefully and make changes if necessary.

Contentions added to companion cases will also migrate to TRS and are distinguishable via a separate paragraph found within the Liability Arguments section.

![](_page_13_Picture_3.jpeg)

For the arbitrator to see evidence, you **must** attach it to the appropriate workflow step.

To attach supporting evidence, select the **Attach Evidence** tab.

### **New York PIP – Coverage Information**

For New York PIP cases, you are required to answer if **Optional Basic Economic Loss** (OBEL) applies to the policy.

Since OLF did not require this information, no data was captured to migrate into TRS.

	ARBITRATION FORUMS, INC. Membership driven. Innovation focused.		Case - Q	Jack Demander -			
Inc	ident Details and My Party Inform	ation		Exit Workflow			
Los	ss State: New York ss Date: 3/24/2012	Filing Parties: (2) * ALPHA INSURANCE OF FLORIDA BETA INSURANCE OF COLORADO	AF Case ID: Negligence Law: Pure Comparative				
		C Online Filin This Case ha	g Case Is been migrated from OLF to TRS	Evidence Manager			
	WORKFLOW STEPS	Coverage - NYPIP 😮	+ Add a Fe	ature 🗊 Delete This Coverage			
	Incident Details and My Party Information						
	Case Qualifiers	New York PIP Basic Policy Limits apply to all Pedestrians. OBEL limits apply only to Driver and Occupant Injured Party types. If OBEL applies to your Policy, it is recommended that you attach evidence in support of OBEL.					
$\checkmark$	Select Coverages						
$\checkmark$	Add Additional Parties	* Does Optional Basic Economic Loss (OBEL) (Ves (No apply to this Policy?					
V	Party Information for BETA INSURANCE OF COLORADO						
	Liability Arguments						
V	Coverage Information - NYPIP 🦊						
	Feature Information - FEATURE 1						
	Select Features To Submit						
	Filing Options & Billing						
	Review & Submit						

Please complete this step by entering "Yes" or "No." When "Yes" is selected, you are required to attach evidence supporting your response.

![](_page_14_Picture_5.jpeg)

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### **Property – Coverage Information**

For Property cases, select "Yes" or "No" to each question by selecting the adjacent radio button. Additional questions are enabled once a response is selected.

ARBITRATION FORUMS, Inc., Membership driven forwardin forward			Case 🗸	Q	Jack Demander -
Incident Details and My Party Informati	ion				Exit Workflow
Loss State: Florida Loss Date: 3/24/2012	Filing Parties: (2) * ALPHA INSURANCE OF F BETA INSURANCE OF COL	LORIDA	AF Case ID: Negligence La	aw: Pure Comparative	
		Online Filing Control This Case has be	ase een migrated from OLF to TRS	Case Actions 🗸	🖻 Evidence Manager
WORKELOW STERS	Coverage - Property				
✓ Incident Details and My Party Information	✓ Does joint and several liability apply to this	<b></b>			
☑ Select Coverages	coverage? 🕑	🔾 Yes 🔘 No			
Add Additional Parties	Policy Limits				
Party Information for BETA INSURANCE OF COLORADO (THOMAS STONE)	✤ Will you accept the policy limits as final settlement of your claim?	○ Yes ○ No ○ I'm Not	Sure 😧		
☑ Liability Arguments	Will you accept the Pro-Rata Share?	🔵 Yes 🔘 No			
Coverage Information - Property	Will you accept the remaining balance?	🔾 Yes 🔘 No			
Feature Information - New Feature	Do you agree to reimburse your insured for out-of- pocket expenses (excluding your insured deductible	🔿 Yes 🚫 No			
Counterclaim Response Assertions	that is included in this filing) relating to the Coverage sought?				
Select Features To Submit	Policy Limits Note 🕑				
□ Filing Options & Billing					
🗌 Review & Submit					A

### Where appropriate, attach evidence supporting your assertion.

![](_page_15_Picture_4.jpeg)

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### **Special – Coverage Information**

For Special cases, select "Yes" or "No" to each question by selecting the adjacent radio button. Additional questions are enabled once a response is selected. The image below will appear when **Contribution Among Co-defendants** is the Right of Recovery and Bodily Injury or Property Damage is selected as the coverage.

![](_page_16_Picture_2.jpeg)

Fields will vary slightly when **Contribution for Concurrent Coverage** is selected for the **Right of Recovery.** Enter policy limits amounts where prompted.

Property Damage view	Bodily Injury view				
Coverage - Property Damage 🧿 🔸 Add a Feature 🕥 Delete This Coverage	Coverage - Bodily Injury 🕢 + Adds Feature 🔒 Defee This Coverage				
Policy Limit Amount     Property Damage Limit Additional Exposures      Add	Policy Limit Type       Per-Person/Per-Incident () Combined Single Limit       Per-Person Policy Limit Amount      Per-Incident Policy Limit Amount      Per-Incident EI Limit				
No additional exposures Attached Evidence 😧	Additional Exposures  Additional exposures Additional exposures				
Evidence items have not been attached.	Attached Evidence 💿 *Asseh Galderoe				

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### **Feature Information**

The injured party's first and last name and status will migrate from OLF to TRS. Other migrated data includes the **claim number**. If an **internal reference** number was originally entered in OLF, it will migrate to TRS.

ARBITRATION FORUMS, INC.			Case 🗸	۹	Jack Demander -
Incident Details and My Party Information					Exit Workflow
Loss State: New York Filing Pa Loss Date: 3/24/2012	erties: (2) * ALPHA INSURANCE BETA INSURANCE O	OF FLORIDA F COLORADO	AF Case ID: Negligence La	aw: Pure Comparative	
		C Online Filing Ca This Case has been	ase en migrated from OLF to TRS	Case Actions 🗸	Evidence Manager
WORKFLOW STEPS Feature - FEA	ATURE 1 😮			+ Add Another Feature	Delete This Feature
D Incident Details and My Party Information					FEATURE 1 - In Progress Original Submit Date: 7/2/2024
Case Qualifiers	🗸 Injured Party First Name	ADAM			
☑ Select Coverages	✓ Injured Party Last Name	SMITH			
Add Additional Parties	Injured Party Suffix				
Party Information for BETA INSURANCE OF COLORADO	🗸 Injured Party Status	Driver	~		
☑ Liability Arguments	Vehicle Vear <b>O</b>				
Coverage Information - NYPIP					
Feature Information - FEATURE 1	Venicle Make/Model	Make			
Select Features To Submit	Vehicle Color	Color			
□ Filing Options & Billing	🗸 Claim Number	383737ei38			
Review & Submit	Internal Reference 😡	NYPIP-47382			
	✓ Claim Rep	ARBITRATION FORUMS, INC. SYSTEM PROFILE I Testolfnotify@arbfile.org	it		

 ✓ Claim Rep
 ARBITRATION FORUMS, INC. SYSTEM PROFILE
 ☑ Testolfnotify@arbfile.org The claim representative information is defaulted to "system profile." It will **automatically update** with the correct claim representative once the refile process is complete.

Remittance Address			
Attention	Reliable Insurance	Company	🗸 Verify
✓ Address 1	1234 Savings Drive		
Address 2			
✔ City, State	Sunny	Florida	$\checkmark$
🗸 Zip, Country	35648	United States	$\sim$

Confirm the migrated **Remittance Address** is accurate or make changes if necessary.

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### Next, enter **Company–Paid Damages**. Damages **will not** migrate from the original OLF case.

	ARBITRATION FORUMS, INC.			Case 🗸	۹	Jack Demander -	
Inc	dent Details and My Party Informat	tion				Exit Workflow	
Los	s State: New York s Date: 3/24/2012	Filing Parties: (2) * ALPHA INSURANCE BETA INSURANCE O	F COLORADO	AF Case ID: Negligence La	w: Pure Comparative		
			Online Filing Ca This Case has been	ise en migrated from OLF to TRS	Case Actions 🗸	Evidence Manager	
	WORKFLOW STEPS	Company-Paid Damages		1			
	Incident Details and My Party Information	Medical Expenses					
	Case Qualifiers	Lost Wages					
	Select Coverages	Replacement Benefits and Services 🖗					
	Add Additional Parties	Death Benefit					
	Party Information for BETA INSURANCE OF COLORADO	Allocated Expenses 🖗					
	Liability Arguments	Workers Comp Legal Fees					
	Coverage Information - NYPIP	Calculated Company-Paid Damages	\$0.00	1			
	Feature Information - FEATURE 1	Damages Justification/Dispute Rebuttal 🛿					
	Select Features To Submit						
	Filing Options & Billing						
	Review & Submit						\$

If you need to refer to the original OLF docket to enter your damages, use the **OLF Case PDF** functionality found under the **Case Actions** tab.

![](_page_18_Picture_3.jpeg)

Complete the remaining sections for this workflow step.

Total Prior Payments Received	Add Prior Payment Received 🗸
No Prior Payments Recorded	
Attached Evidence 😮	+ Attach Evidence
Evidence items have not been attached.	

Attach evidence supporting damages from the **Attach Evidence** tab.

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### **Property – Feature Information**

For Property cases, the Feature Name and Description are required. This information does not migrate as it was not required in OLF.

ARBITRATION FORUMS, INC.			Case 🗸	Q	Jack Demander -
Incident Details and My Party Informatio	n				Exit Workflow
Loss State: Florida Loss Date: 3/24/2012	Filing Parties: (2) * ALPHA INSURANCE OF FLO BETA INSURANCE OF COLOR	RIDA ADO	AF Case ID: Negligence L	: aw: Pure Comparative	
		Online Filing Ca This Case has bee	se en migrated from OLF to TRS	Case Actions 🗸	Evidence Manager
	Feature - New Feature			+ Add Anothe	r Feature 🕅 Delete This Feature
WORKFLOW STEPS					
Incident Details and My Party Information				_	New Feature - In Progress Original Submit Date: 7/19/2024
Import Damages	<b>★</b> Feature Name				
Select Coverages					
Add Additional Parties	Feature Description				
Party Information for BETA INSURANCE OF COLORADO (THOMAS STONE)				4	
☑ Liability Arguments	Does bailment apply? 🕑	🔿 Yes 🔘 No			
Coverage Information - Property	✓ Does spoliation of evidence apply? ❷	🔿 Yes 🔘 No			
Feature Information - New Feature	🗸 Claim Number				
Counterclaim Response Assertions					
Select Features To Submit					
□ Filing Options & Billing	✓ Claim Rep	ARBITRATION FORUMS, IN SYSTEM PROFILE	IC. Edit		
Review & Submit					

✓ Claim Rep

ARBITRATION FORUMS, INC. SYSTEM PROFILE ■ Testolfnotify@arbfile.org The claim representative information is defaulted to "system profile." It will **automatically update** with the correct claim representative once the refile process is complete.

![](_page_19_Picture_6.jpeg)

Confirm the migrated **Remittance Address** is accurate or make changes if necessary.

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Next, enter **Company–Paid Damages**. Damages **will not** migrate from the original OLF case. The damages listed below are visible when **Property** is selected as the Coverage Group.

Compai	ny-Paid Damages		
	Total Loss	🔾 Yes 🖲 No	
	Debris Removal		
	Emergency Repairs/Mitigation		
	Government Code Upgrades		
	Additional Living Expense		
	Loss of Use		
	Repair Cost		
	Shipping Charge		
	Dwelling		
	Other Structure		
	Personal Contents/Property		
_	Property of Others		
	Cargo Losses - Inland Marine		
	Business/Commercial Property		
	Loss of Business Income/Rent		
	Extra Expense (EE)		
	Towing		
	rowing		
	Builder's Risk		
	Storage		

Damage categories differ based on the Coverage Group selected.

Deductible		
	Deductible Amount	
Legal Fees		
	Legal Fees Amount	
Total Prior Payments Recei	ved	Add Prior Payment Received 🗸
No Prior Payments Recorded		
no mon ajmento neconaca		
Attached Evidence (		+ Attach Evidence
Evidence items have not been attached.		

Complete the remaining sections within this step and attach evidence supporting your damages.

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# **Special – Feature Information**

The Feature Information fields vary slightly depending on the Coverage Group/Right of Recovery selected. Complete the fields with the required information, either claimant or injured party information.

E ARBITRATION FORUMS, Inc. Mathematic formation formation formation ncident Details and My Party Informati		image appears when Property		
Loss State: Florida Loss Date: 3/24/2012	Filing Parties: (2) * ALPHA INSURANCE OF FLORIDA BETA INSURANCE OF COLORADO	Online Filing Case This Case has been migrated from C	AF Case ID: legligence Law: Pu Case	Damage is selected as the coverage.
WORKFLOW STEPS	Feature - FEATURE 1 💡		+ Add	Another Feature
<ul> <li>Incident Details and My Party Information</li> </ul>				FEATURE 1 - In Progress
Import Damages	\star Claimant First Name			
Select Coverages				
Add Additional Parties	🛪 Claimant Last Name			
Party Information for CHUBB NATIONAL INS (JIM VAN)	Claimant Suffix			
☑ Liability Arguments	🗸 Claim Number	123458		
<ul> <li>Coverage Information - Property Damage</li> </ul>	Internal Reference 🕜			
Feature Information - FEATURE 1				
Coverage Information - Bodily Injury				
Feature Information - FEATURE 1				
Select Features To Submit				

Feature	- FEATURE 1 2 * Injured Party First Name * Injured Party Last Name Injured Party Suffix * Injured Party Status		~	+ Add Another Fey	The displayed image appears when Bodily Injury is selected as the coverage.
L	Vehicle Year 🚱				
	Vehicle Make/Model	Make	Model		
	Vehicle Color	Color			
	🗸 Claim Number	123458			
	Internal Reference 🚱				

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### Enter the Company-Paid Damages in the fields provided.

	ARBITRATION FORUMS, INC.			Case -	۹	Jack Demander -		
Inci	Incident Details and My Party Information							
Loss State: Florida Loss Date: 3/24/2012		Filing Parties: (2) * ALPHA INSURANCE OF FLORIDA BETA INSURANCE OF COLORADO		AF Case ID: Negligence La	aw: Pure Comparative			
		1	Online Filing Ca This Case has be	ase en migrated from OLF to TRS	Case Actions 🗸	Evidence Manager		
	WORKFLOW STEPS	Company-Paid Damages						
	Incident Details and My Party Information	* Sattlement Date						
	Import Damages	↑ Settlement Date	mm/dd/yy	Луу				
V	Select Coverages	★ Settlement Amount						
V	Add Additional Parties	\star Total Company Paid Damages						
V	Party Information for CHUBB NATIONAL INS (JIM VAN)	<b>*</b> Contribution Sought						
	Liability Arguments							
	Coverage Information - Property Damage	Damages Justification/Dispute Rebuttal 🚱						
	Feature Information - FEATURE 1							
	Coverage Information - Bodily Injury							
	Feature Information - FEATURE 1							
	Select Features To Submit							

Complete the remaining fields, including the remittance address, legal fees, and any prior payments received. Before leaving this step, attach supporting evidence for damages paid.

Legal Fees Legal Fees Amount	
Total Prior Payments Received	Add Prior Payment Received 🔻
Attached Evidence 3	+ Attach Evidence

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![](_page_23_Figure_0.jpeg)

In the last **three (3) workflow steps**, simply review and verify the migrated information for accuracy. In the last workflow step, review and submit your case.

- Select Features To Submit
- Filing Options & Billing
- Review & Submit

![](_page_23_Figure_5.jpeg)

Make edits as needed for the accuracy of your filing.

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∠ 2 Filing Options & Billing	The displayed image appears			
iling Options & Billing workflow step.				
Panel of Three ? I would like to request a Panel of Three hearing for the following qualified features ADAM SMITH F Personal Rep				
The representative may only clarify, at the arbitrator's request, its arguments and submitted evidence. Personal Rep at Hearing? O Yes No Billing				
✓ Billing Code to be Invoiced 004513 - ALPHA INSURANCE CO	~			

If the **Company-Paid Damages** amount qualifies for a panel of three *and* you would like to request one, check the appropriate box. For New York PIP cases, there is **no** qualifying dollar amount to request this option.

Review & Submit	
	The displayed
Review & Submit 😧	for this specific workflow step.
Incident Details	
Loss Date: 3/24/2012 Loss State: New York Loss City: NEW YORK	
Case Type	<u>^</u>
Case Qualifiers	To expand/collapse a section, click the arrow.
Parties on this Case	^
ALPHA INSURANCE OF FLORIDA (DANNY HAMILTON) Liability	<b>^</b>
	Submit

Review and submit your TRS case. The refiling process is now complete! The Adverse Party has 90 days to submit a response.