



E-mail Filing Registration

The American Arbitration Association has the capabilities to accept submissions via e-mail. If you interested in using this method of filing please complete the questions below and mail this form along with the check to:
32 Old Slip, 33rd Floor, New York, NY 10005.

Law Firm Name or Medical Facility Name:
Phone Number:
Email Address(es): <i>(A dedicated e-mail address is preferred)</i>

Thank you for your patronage.

***This document confirms that you agree to submit filings to nyicmc.filing submissions@adr.org only, and that you will abide by the email filing rules & procedures. Please see attached.**

Name/Title (Print)	Name/Title (Print)
Signature	Signature

*** Only an attorney's or doctor's signature will be accepted. Please only submit this page via mail to the address listed atop of this form. Kindly attribute the attached email filing rules and procedures to your records.**



E-mail Filing Rules & Procedures

As the applicant, you are responsible to monitor the email address that you are submitting your electronic filing from. In the event that there are any rejection notices or verification requests, they will be forwarded to the email address that originally submitted the case. Once the case is amended or verified, it must be resubmitted in its entirety back to our designated email address **nyicmc.filing submissions@adr.org only.**

Cases must be submitted with adherence to the following:

- **PDF format only**
- **One case per email with One attachment only**
- **AR1 or Denial (NF-10) must be signed**
- **Submissions are not to exceed 64MB in size; if the case is larger than the set size the submissions must be mailed into the center**
- **Only one copy of the case is required when emailing into the center**
- **As the applicant, by regulation you are still accountable to send a copy of your intent to file arbitration proceedings to the respondent (default by mail, unless otherwise agreed upon by the respondent)**
- **Case caption information or your firm file number is recommended to be listed in the subject line of the email to serve as receipts for each case submitted. This data is used to identify each individual filing; the receipt is confirmation that the file was received [not processed]. Once a case is processed you are placed on notice by way of the initiation letter.**

If at any time a case is forwarded in error, or you would like us to stop the commencement of arbitration, please email our Intake Managers Debra Squires: SquiresD@adr.org, or Simone Bryant: BryantS@adr.org, with a copy of the receipt and your request to withdraw the file.

Every effort to locate cases will be made, but there are no guarantees. In the event the case is entered, processed, and assigned an AAA 41#, you are still responsible to withdraw the case accordingly.



Payment Methods

- You may fax a “credit card authorization” form to the fax number listed within the document only: 212.233.0141. Credit card payments may also be made by telephone. Please contact our Accounts Receivable Coordinator, Ghilmar Rojas at 917.438.1538.
- Please note that you must re-submit a new credit card authorization form for each new amount that you allocate.
- We do accept wire transfers. For more information on how to submit this form of transaction, please email our Finance department at NYSIFinance@adr.org.
- Otherwise—you may opt to mail a check along with the electronic registration form with a suggested minimum amount of \$400 (Please note if you are submitting a personal check or money order, please make sure the firm’s name is indicated on the remittance so that we may properly accredit your firm’s account).
- Thereafter you may forward amounts in increments of 40, respective to the \$40 filing fee denomination. We can accommodate you if you choose to pay using all methods: credit card, money order and check.
- Customer accounts are drawn down and charged from the payment amount forwarded equal to the \$40.00 filing fee.

Contacts

If you have any questions regarding the email filing process and procedures, you may contact one of the following:

- Assistant Vice President, Deborah Bosketti: BoskettiD@adr.org / 917.438.1510
- Case Filing Intake Managers, Debra Squires: SquiresD@adr.org / 917.438.3806 or Simone Bryant: BryantS@adr.org / 917.438.1750
- New York Insurance Customer Support, NYSInsurance@adr.org / 917.438.1660