



## Filing Rules & Procedures

As the filing party, you are responsible for monitoring the email address (s) you are submitting your electronic filing from. In the event there is a need to return the case for an amendment or additional verification, notices will be issued to the originating email address. Once the case is amended or verified, it must be resubmitted to the American Arbitration Association via the designated platform:: <https://nysinsurance.adr.org/simplefile>.

Cases must be submitted with adherence to the following:

- Filing fees are due at the time of case submission
- PDF format only
- One case per email with one attachment only
- AR1 or 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
- As the filing party, by regulation you are responsible to send a copy of your intent to file arbitration proceedings to the respondent (default by mail unless otherwise agreed upon by the respondent)

If at any time a case is submitted in error, or you would like to pull the submission back, please email your request to our Intake Managers listed in the contact section below with a copy of the email receipt. Every effort to locate cases will be made, but there are no guarantees. In the event the case is entered, processed, and assigned a AAA case number, you are responsible to withdraw the case accordingly and the filing fee is nonrefundable.



## Payment Methods

- To submit payments via credit card, please visit our website at [www.adr.org](http://www.adr.org). Scroll down to **NY Insurance Programs > Programs > No-Fault**. Below **“Contact Us”** on the right side of the page under **“Other Links”**, you will find the **“Quick Pay”** link.
- You also may use the following link: <https://apps.adr.org/PCIPayment/faces/NYSIHome.jsf>.
- We do accept wire transfers. For more information on how to submit a wire transfer, please email our Finance department at [NYSIFinance@adr.org](mailto:NYSIFinance@adr.org).
- You may also access the Pay Filing Fee section under forms and documents of Simple File's home page.
- You may also mail a check to: **The American Arbitration Association located at 32 Old Slip, 33rd floor, New York, NY 10005**. (Please note if you are submitting a personal check or money order, please make sure the firm or company name is indicated on the remittance so that we may properly credit your account). 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:

- Vice President, Deborah Bosketti: [BoskettiD@adr.org](mailto:BoskettiD@adr.org) / 917.438.1510
- Case Filing Intake Managers,
  - Lisa Brunn: [BrunnL@adr.org](mailto:BrunnL@adr.org) / 716.541.9123
  - John Cortese: [CorteseJ@adr.org](mailto:CorteseJ@adr.org) / 917.438.1716
  - Francisca Ozuna: [OzunaF@adr.org](mailto:OzunaF@adr.org) / 917.438.1534
- New York Insurance Customer Support, [NYSInsurance@adr.org](mailto:NYSInsurance@adr.org) / 917.438.1660