



## Filing Rules & Procedures

Please submit your Arbitration Requests adhering to the following:

- File using the NYSI SimpleFile platform
  - <https://nysinsurance.adr.org/simplefile>
    - Enter your full legal name in the field provided
    - Enter your designated Email Address
    - Enter your Applicant File number
    - Add your Document by Browsing and selecting or drag & drop
    - Check the reCaptcha box
    - Click on File Now to complete the submission
  - We also offer digital filing via the SimpleFile API -- Please contact Customer Support for information on how to get started with our API's.
- Documents submitted must conform to the following rules:
  - PDF format only
  - One case per submission with one attachment only
  - AR1 or NF-10 must be signed
  - Not to exceed 64MB in size. If the case is larger than the maximum size, please contact Customer Support for assistance.
- Filing fees are due at the time of case submission. See **Payment Methods** below.

### Additional Notes

1. As the filing party, you are responsible for monitoring the email address (s) from which you are submitting your electronic filing.
2. 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).
3. In the event AAA determines there is a need to return the case for an amendment or additional verification, AAA will issue notices to the originating email address. Once the case is amended or verified, you must resubmit as per the above procedures.
4. If you submit a case 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. AAA will make every effort to locate cases, but there are no guarantees. In the event the case has been entered, processed, and assigned an AAA case number, you are responsible to withdraw the case accordingly and the filing fee is nonrefundable.



## Payment Methods

You may submit your Filing Fee payment using any of the following methods:

### 1. Credit Card Via Quick Pay

- a. Follow this link: <https://apps.adr.org/PCIPayment/faces/NYSIHome.jsf>
- b. From the SimpleFile page, click on “**Pay Filing Fee**” on right side of page.
- c. From our website at [www.adr.org](http://www.adr.org) Scroll down to **NY InsurancePrograms > Programs > No-Fault**. Below “**Contact Us**” on the right side of the page under “**Other Links**”, you will find the “**Quick Pay**” link.

### 2. Check - Mail a check to:

**American Arbitration Association  
New York Insurance Case Management Center  
120 Broadway, 21st floor  
New York, NY 10271**

- If you are submitting a personal check or money order, please indicate the firm or company name on the remittance so that we may properly credit your account.

### 3. Wire Transfer

- For more information on how to submit a wire transfer, please email our Finance department at [NYSIFinance@adr.org](mailto:NYSIFinance@adr.org)

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:

- New York Insurance Intake Supervisors, [NYSIIntakeSupps@adr.org](mailto:NYSIIntakeSupps@adr.org)
- New York Insurance Customer Support, [NYSInsurance@adr.org](mailto:NYSInsurance@adr.org) / 917-438-1660