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Post-Decision Inquiry (PDI) Job Aid for Arbitrators

When a party submits a post-decision inquiry (PDI) regarding a decision that has been rendered, and verification of the decision is needed by the arbitrator, there are two ways to view and respond to the inquiry:

1. An email with the reason for the review is sent to the arbitrator and includes links to the case and decision (see example below).

To: jdoe@anycompany.com From: dinotify@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 (Arbitrator Name),

You reduced Alpha's damages by \$500 without any explanation. Please review your decision and explain the reason for the reduction.

Please note that the links below will only be active until 4:14 p.m. on January 19, 2020.

You can view the post-decision inquiry details using the following link: https://trsuat08.arbifile.org/trs/web/support/127771/supportDetails/541/pdi

You can view the decision details using the following link: https://trsuat08.arbifile.org/trs/web/tab/viewDecision/12771/decision/5711

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 <u>arbitratorsupport@arbfile.org</u>.

2. If the above email notification is missed or deleted, arbitrators can access their PDIs from their My Support Inquiries worklist. We strongly recommend arbitrators frequently monitor this worklist.



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Worklist Iome / Worklist		Ĩ		
My Hearings		Ready to Hear	My Support Inquiries	
Filing ID 0	Created Date \$	Request Type #		
P230001BB49-C1-D1	8/1/2023	Appeal Support	Appeal Board	
P230001B8C9-C1-D1	8/31/2023	Post Decision Inquiry Support	Request for Information	

The steps listed below explain how to respond to a PDI.

1. To respond to the inquiry, click the PDI link from the email notification, which takes arbitrators to the following screen:

= ARBITRATION FORUMS, INC.		Case 🔹 Search	٩	Cindy Calhoun -
Post Decision Inquiry Detail Home / Post Decision Inquiry Detail				
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)	i i i i i i i i i i i i i i i i i i i	AF Filing ID: 2000003215-C1 Negligence Laws: Pure Com	-D1 parative
			Order by 📼	Inquiry Actions +
Request Additional Information			>	w Decision
Recipient	CINDY CALHOUN (ccalhoun@arbfile.org)		-	
Requested Date	1/12/2020 4:14 PM			
Request	\$500 was reduced from Alpha's damages without any explanation			

- 2. The Request for Additional Information screen provides the following details:
 - **Recipient:** Provides the arbitrator's name
 - **Requested Date:** The date the request was made
 - **Request**: Provides the reason for the inquiry from the member
- 3. To begin, select the View Decision tab to review your initial decision.
- 4. After viewing the decision details, select the **Respond to this Request** tab to provide an additional explanation for this decision.



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= ARBITRATION FORUMS, INC.		Case • Search	Q 🚹 Cindy Calhoun 🗸
Post Decision Inquiry Detail Home / Post Decision Inquiry Detail			
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	
		l l	Order by + Inquiry Actions +
Request Additional Information			Respond to this Request
Recipient	CINDY CALHOUN (ccalhoun@arbfile.org)		
Requested Date	1/12/2020 4:14 PM		
Request	\$500 was reduced from Alpha's damages without any explanation		

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

i, Inc. rives		Ca	Se 👻 Search	Q 🚹 Cindy Ca
	Respond to Reque	st for Additional Information		AE Elling ID: 2000002215 (1.D)
	Request	\$500 was reduced from Alpha's damages without an explanation	ly:	Negligence Laws: Pure Comparative Order by Inquiry Acti
formation				🖱 Respond to this Requ
Recipient (* Response			
Requested Date				
Request				
-		Cancel Respon	nd to inquiry	
		a and when a sure records we define the set		

6. Once completed, your response will be sent to Arbitration Forums, Inc. (AF). A representative at AF will evaluate the PDI and determine if a clerical or jurisdiction error has been made or if the decision is final and binding.