

Post-Decision Inquiry (PDI) Job Aid for Arbitrators

Once a Post-Decision Inquiry (PDI) is created by the member, the following email is sent to the arbitrator.

To: ccalhoun@arbfile.org

From: notifications@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 CINDY CALHOUN,

\$500 was reduced from Alpha's damages without any explanation

Please note that the links below will only be active through 01/19/2020 4:14 p.m.

You can view the post-decision inquiry details using the following link: https://trsuat08.arbfile.org/trs/web/support/12771/supportDetails/541/pdi

You can view the decision details using the following link: https://trsuat08.arbfile.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 ArbitratorSupport@arbfile.org.

DO NOT reply or forward this e-mail as responses are not monitored.

Sincerely, Arbitration Forums, Inc. Industry Created. Membership Driven.

For timely handling of the Post-Decision Inquiry (PDI), please respond to all requests within **24 hours** of receipt. For questions, please contact 1-866-977-3434 or send an email to abitratorsupport@arbfile.org

The email also indicates **not** to reply to or forward the email, as the Inbox for that address is not monitored. To enter your decision, respond from within the TRS system.

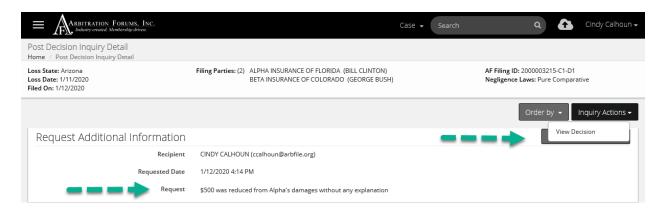
Click this link to review post-decision inquiry details.

Revised: May 2020

Click this link to review decision details.

Below are the steps on how to enter your Post-Decision Inquiry response.

To respond to the inquiry, click the **Post-Decision Inquiry** link (noted in the email), which takes arbitrators to the following screen:

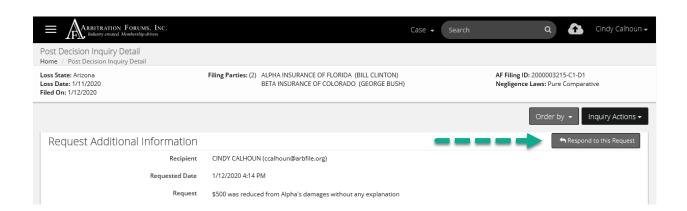


The Request for Additional Information screen provides the following details:

- **Recipient**: Provides the arbitrator's name.
- **Requested Date:** Date the request was made.
- **Request**: Provides the reason for the inquiry from the member.

To begin, select the View Decision tab to review your initial decision.

After viewing decision details, select the **Respond to this Request** tab to provide an additional explanation for this decision.



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

