



AMERICAN ARBITRATION ASSOCIATION®

# POSTING A MESSAGE



## POSTING A MESSAGE

To begin, select the case record that you wish to access from your user home screen page.

	CASE NUMBER	APPLICANT ATTORNEY	ASSIGNEE	INJURED PARTY	CARRIER ATTORNEY	TPA	CARRIER	STATUS	AMOUNT IN DISPUTE	FILING DATE	ARBITRATOR	HEARING DATE/TIME	UNDERWRITING COMPANY
<input type="checkbox"/>	41-18-1088-6329	Test & Test Law Firm (CA)	Test Medical P.C.	Test Test	Testy Law Firm	Testing Administrative Services	Testing Insurance Company	1.f. Past 90 days	\$ 1,040.00	04/12/2018			
<input type="checkbox"/>	17-18-1088-7457	Test & Test Law Firm (CA)	Training Medical P.C.	Enfor Wav			Testing Insurance Company	2.i. Technical correction	\$ 959.00	06/28/2018	LeVar Savage		Test Underwriting Company
<input type="checkbox"/>	41-18-1088-5936	Test & Test Law Firm (CA)	Training Medical P.C.	Jason Kingston			Testing Insurance Company	1.a. Case initiated	\$ 519.00	06/28/2018			Test Underwriting Company
<input type="checkbox"/>	41-18-1088-6327	Test & Test Law Firm (CA)	Training Medical P.C.	Steven Stevenson			Testing Insurance Company	1.a. Case initiated	\$ 716.00	06/28/2018			Test Underwriting Company
<input type="checkbox"/>	41-18-1088-6655	Test & Test Law Firm (CA)	Training Medical P.C.	Jason Johnson			Testing Insurance Company	1.a. Case initiated	\$ 4,169.00	06/28/2018			Test Underwriting Company
<input type="checkbox"/>	41-18-1088-6959	Test & Test Law Firm (CA)	Training Medical P.C.	Craig Neeson			Testing Insurance Company	1.a. Case initiated	\$ 4,663.00	06/28/2018			Test Underwriting Company
<input type="checkbox"/>	41-18-1088-7051	Test & Test Law Firm (CA)	Training Medical P.C.	Logan Teci			Testing Insurance Company	1.a. Case initiated	\$ 3,031.00	06/28/2018			Test Underwriting Company
<input type="checkbox"/>	41-18-1088-7174	Test & Test Law Firm (CA)	Training Medical P.C.	Warran Part			Testing Insurance Company	1.a. Case initiated	\$ 857.00	06/28/2018			Test Underwriting Company
<input type="checkbox"/>	41-18-1088-7242	Test & Test Law Firm (CA)	Training Medical P.C.	Sam Plie			Testing Insurance Company	1.a. Case initiated	\$ 485.00	06/28/2018			Test Underwriting Company
<input type="checkbox"/>	41-18-1088-7341	Test & Test Law Firm (CA)	Training Medical P.C.	Dell Tone			Testing Insurance Company	1.a. Case initiated	\$ 1,967.00	06/28/2018			Test Underwriting Company
<input type="checkbox"/>	17-18-1088-7448	Test & Test Law Firm (CA)	Training Medical P.C.	Henry Competi			Testing Insurance Company	2.a. Scheduling	\$ 3,206.00	06/28/2018			Test Underwriting Company

## POSTING A MESSAGE

Within the case record, go to the **Actions** drop-down menu.

The screenshot shows the AAA case record interface. At the top, the AAA logo and 'AMERICAN ARBITRATION ASSOCIATION' are displayed, along with 'Powered by MODRIA Resolution Center'. The case title is 'New York No-Fault Insurance' and the case name is 'Test Medical P.C. / Test Test vs. Testing Insurance Company'. The interface includes navigation tabs for 'Dashboard', 'Tasks', and 'Calendar', and a search bar for 'AAA Case Number'. The case details are organized into several sections:

- Case Information:** Case: 41-18-1089-6329, Phase: 1 - Conciliation, Status: 1.f. Past 90 days.
- ADR Center Team 1:** Phone: (646) 663-3461, Email: ADRCenterTeam1@adr.org.
- Attorney and Carrier Information:** Applicant Attorney: Test & Test Law Firm (CA), Injured Party(ies): Test Test, Medical Provider(s): Test Medical P.C., Respondent Attorney: Test Case Law Firm (RA), TPA: Testing Administrative Services, Carrier: Testing Insurance Company.
- Related cases:** Linked: 0, Matched: 0, Carrier Response Due: 05/14/2018.
- Accident and Service Details:** Date of Accident: 10/20/2016, Amount in Dispute: \$1,040.00, Dates of Service: 12/01/2016 - 05/04/2017, Insurer claim No.: 332423453R54, Applicant File No.: N/A.
- Arbitrator and Hearings:** Arbitrator: [Redacted], Hearings: [Redacted].

At the bottom, there are tabs for 'Timeline View', 'Document View', and 'AR - 1'. The 'Timeline View' is active, showing a list of messages:

- 07/10/2018, AAA (System) sent Message notification to Test Case Law Firm (RA)
- 07/10/2018, AAA (System) sent Message notification to Test Case Law Firm (RA)
- 07/09/2018, Test & Test Law Firm (CA) ( Test Law ) sent a message to the Respondent
- 07/09/2018, Test Case Law Firm (RA) ( Test RespAtt1 ) completed review of online message received on 06/28/2018 from Test & Test Law Firm (CA) ( Test Law )
- 07/09/2018, Test & Test Law Firm (CA) ( Test Law ) sent a message to the Respondent

# POSTING A MESSAGE

Select **send message**.

**AMERICAN ARBITRATION ASSOCIATION®**  
Powered by MODRIA Resolution Center

**New York No-Fault Insurance**  
Home Award Search Help Test Logout

Dashboard Tasks Calendar AAA Case Number

<< Back to list

### Test Medical P.C. / Test Test vs. Testing Insurance Company

<b>Case:</b> 41-18-1089-6329	<b>Applicant Attorney:</b> Test & Test Law Firm (CA)	<b>Related cases:</b> Linked: 0 Matched: 0 Carrier Response Due: 05/14/2018
<b>Phase:</b> 1 - Conciliation	<b>Injured Party(ies):</b> Test Test	
<b>Status:</b> 1.f. Past 90 days	<b>Medical Provider(s):</b> Test Medical P.C.	
<b>ADR Center Team 1</b>	<b>Respondent Attorney:</b> Test Case Law Firm (RA)	
<b>Phone:</b> (646) 663-3461	<b>TPA:</b> Testing Administrative Services	
<b>Email:</b> ADRCenterTeam1@adr.org	<b>Carrier:</b> Testing Insurance Company	

<b>Date of Accident:</b> 10/20/2016	<b>Arbitrator:</b>
<b>Amount in Dispute:</b> \$1,040.00	<b>Hearings:</b>
<b>Dates of Service:</b> 12/01/2016 - 05/04/2017	
<b>Insurer claim No.:</b> 332423453R54	
<b>Applicant File No.:</b> N/A	

Timeline View Document View AR - 1 Tasks (1) Actions

- 07/11/2018, Test & Test Law Firm (CA) ( Test Lawyer ) sent a message to the Respondent
- 07/11/2018, Test & Test Law Firm (CA) ( Test Lawyer ) sent a message to the Respondent
- 07/10/2018, AAA (System) sent Message notification to Test Case Law Firm (RA)
- 07/10/2018, AAA (System) sent Message notification to Test Case Law Firm (RA)
- 07/09/2018, Test & Test Law Firm (CA) ( Test Law ) sent a message to the Respondent
- 07/09/2018, Test Case Law Firm (RA) ( Test RespAtt1 ) completed review of online message received on 06/28/2018 from Test & Test Law Firm (CA) (

Abeyance Request  
**Send Message**  
Make Settlement Offer  
Withdraw Case

## POSTING A MESSAGE

A pop-up window will appear and it will prompt you to select the recipient of the message.

Options will be based on your user role (i.e., Applicant, Respondent, or AAA).

The screenshot displays the AAA portal interface for a case titled "New York No-Fault Insurance". The page header includes the AAA logo, the text "AMERICAN ARBITRATION ASSOCIATION®", "Powered by MODRIA Resolution Center", and navigation links: "Home", "Award Search", "Help", "Test", and "Logout". A search bar for "AAA Case Number" is visible in the top right.

The main content area shows case details for "Test Medical":

- Case: 41-18
- Phase: 1 - C
- Status: 1.1. P
- ADR Center Team 1
- Phone: (646)
- Email: ADR
- Date of Accident: 10/20
- Amount in Dispute: \$1,040.00
- Dates of Service: 12/01/2016 - 05/04/2017
- Insurer claim No. 332423453R54
- Applicant File No. N/A

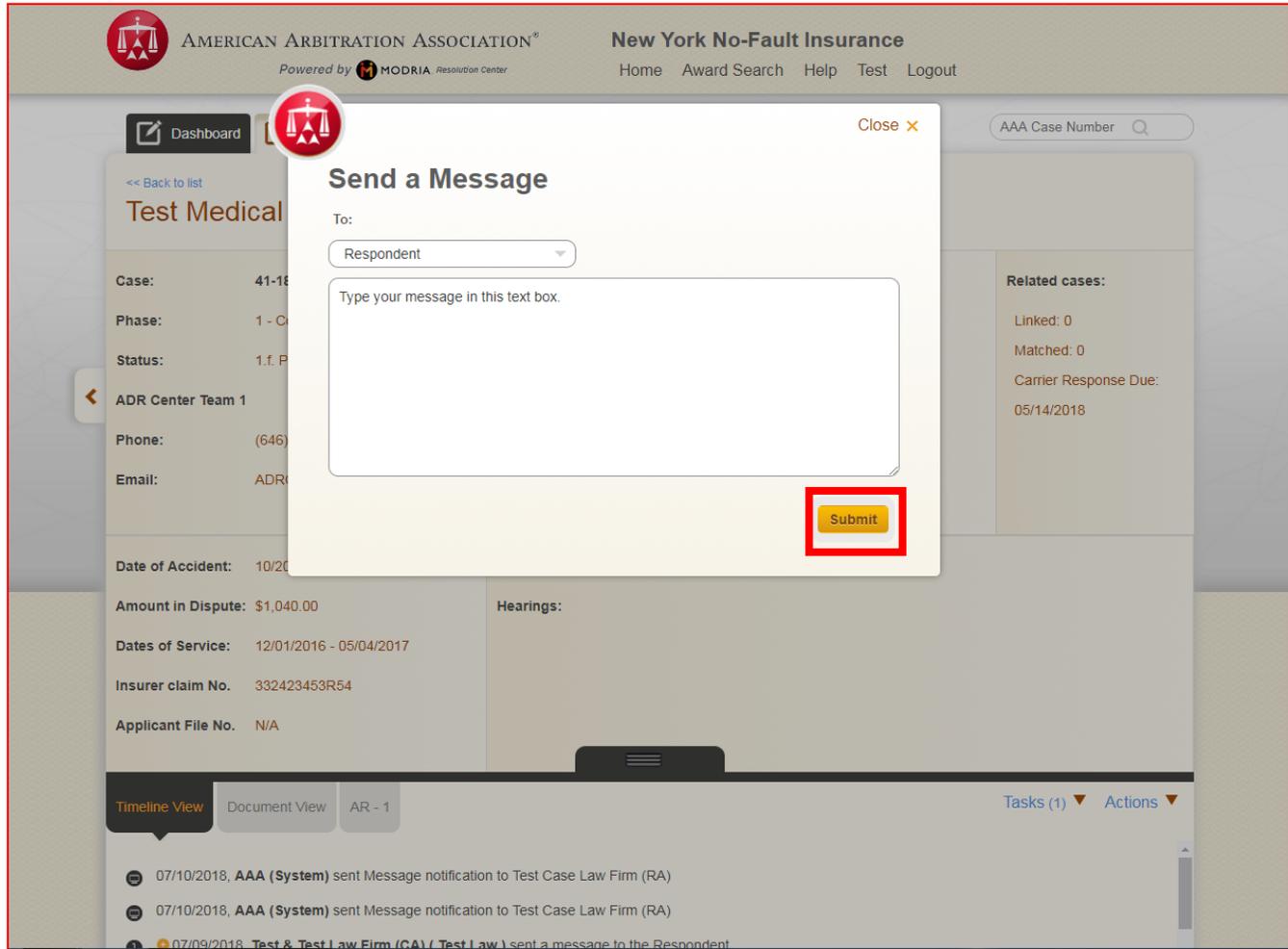
A "Send a Message" pop-up window is centered on the screen. It features a "Close" button in the top right corner. The "To:" field is a dropdown menu currently showing "Respondent", with a list of options: "Respondent" and "AAA". A large text input area is provided for the message content, and a yellow "Submit" button is located at the bottom right of the pop-up.

At the bottom of the page, there is a "Timeline View" section with tabs for "Document View" and "AR - 1". It shows a list of messages:

- 07/10/2018, AAA (System) sent Message notification to Test Case Law Firm (RA)
- 07/10/2018, AAA (System) sent Message notification to Test Case Law Firm (RA)
- 07/09/2018, Test & Test Law Firm (CA) (Test Law) sent a message to the Respondent

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After selecting the recipient, enter your message in the text box and click **SUBMIT** to post the message.



## POSTING A MESSAGE

The message has been successfully posted, and the recipient will receive notification of a new message.

A **“REVIEW MESSAGE”** task will be created for the recipient of the message. The message is also posted in the Timeline View. Click the yellow icon to review the entire message.

The screenshot displays the AAA case management interface. At the top, a notification banner reads "Message Sent Successfully" with a green checkmark icon. The user is logged in as "New York No-Fault Insurance" and is viewing the case "Test Medical P.C. / Test Test vs. Testing Insurance Company". The case details include:

Case:	41-18-1089-6329	Applicant Attorney:	Test & Test Law Firm (CA)	Related cases:
Phase:	1 - Conciliation	Injured Party(ies):	Test Test	Linked: 0
Status:	1.f. Past 90 days	Medical Provider(s):	Test Medical P.C.	Matched: 0
ADR Center Team 1		Respondent Attorney:	Test Case Law Firm (RA)	Carrier Response Due: 05/14/2018
Phone:	(646) 663-3461	TPA:	Testing Administrative Services	
Email:	ADRCenterTeam1@adr.org	Carrier:	Testing Insurance Company	

Additional case details include: Date of Accident: 10/20/2016, Amount in Dispute: \$1,040.00, Dates of Service: 12/01/2016 - 05/04/2017, Insurer claim No. 332423453R54, and Applicant File No. N/A. The interface shows a "Timeline View" of the case history, with a red arrow pointing to the first entry: "07/11/2018, Test & Test Law Firm (CA) ( Test Lawyer ) sent a message to the Respondent".

## POSTING A MESSAGE

The message is now part of the case record and can be reviewed anytime.

The screenshot displays a web interface for a case record. At the top, there are navigation tabs for 'Dashboard', 'Tasks', and 'Calendar', along with a search bar for 'AAA Case Number'. The main heading is 'Test Medical P.C. / Test Test vs. Testing Insurance Company'. Below this, the case details are organized into several sections:

- Case Information:** Case: 41-18-1089-6329, Phase: 1 - Conciliation, Status: 1.f. Past 90 days.
- ADR Center Team 1:** Phone: (646) 663-3461, Email: ADRCenterTeam1@adr.org.
- Attorney and Party Information:** Applicant Attorney: Test & Test Law Firm (CA), Injured Party(ies): Test Test, Medical Provider(s): Test Medical P.C., Respondent Attorney: Test Case Law Firm (RA), TPA: Testing Administrative Services, Carrier: Testing Insurance Company.
- Related cases:** Linked: 0, Matched: 0, Carrier Response Due: 05/14/2018.
- Accident and Dispute Details:** Date of Accident: 10/20/2016, Amount in Dispute: \$1,040.00, Dates of Service: 12/01/2016 - 05/04/2017, Insurer claim No.: 332423453R54, Applicant File No.: N/A.
- Arbitrator and Hearings:** (Empty fields).

At the bottom, there are tabs for 'Timeline View', 'Document View', and 'AR - 1'. A 'Tasks (1)' and 'Actions' dropdown menu is also visible. The message history shows a red-bordered entry for '07/11/2018, Test & Test Law Firm (CA) ( Test Lawyer ) sent a message to the Respondent' with a text input field below it.



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