

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.arbfile.org/trs/web/support/127771/supportDetails/541/pdi>

You can view the decision details using the following link:

<https://trsuat08.arbfile.org/trs/web/tab/viewDecision/12771/decision/5711>

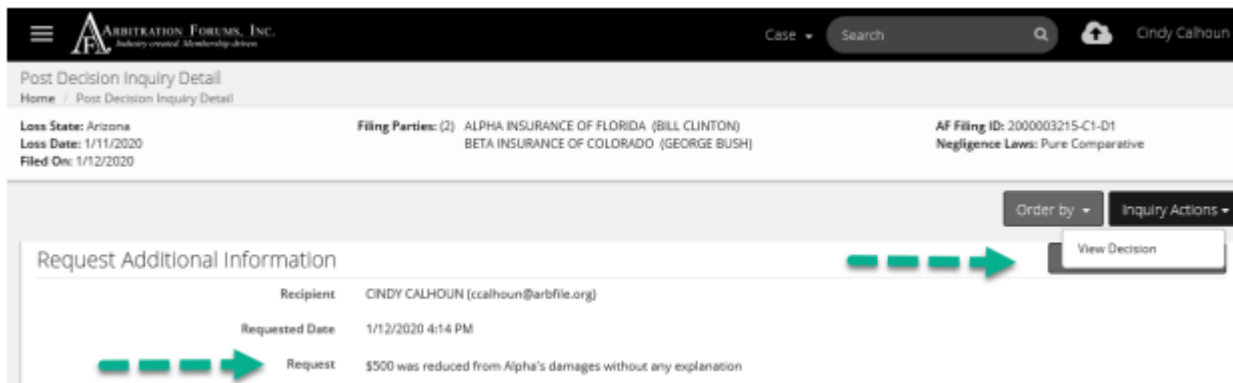
Thank you for your commitment as an arbitrator. We appreciate your help. If you have any questions, contact us at 1-866-977-3434 or arbitratorsupport@arbfile.org.

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.**

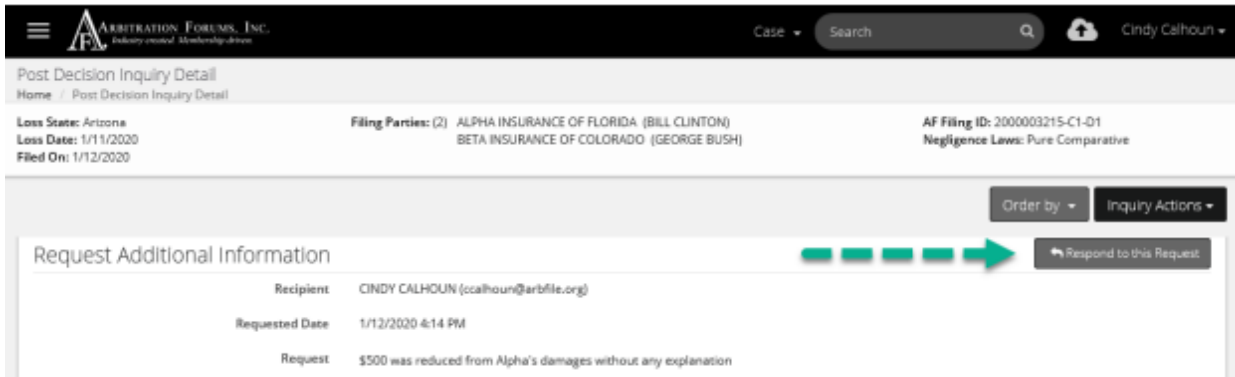


The steps listed below explain how to respond to a PDI.

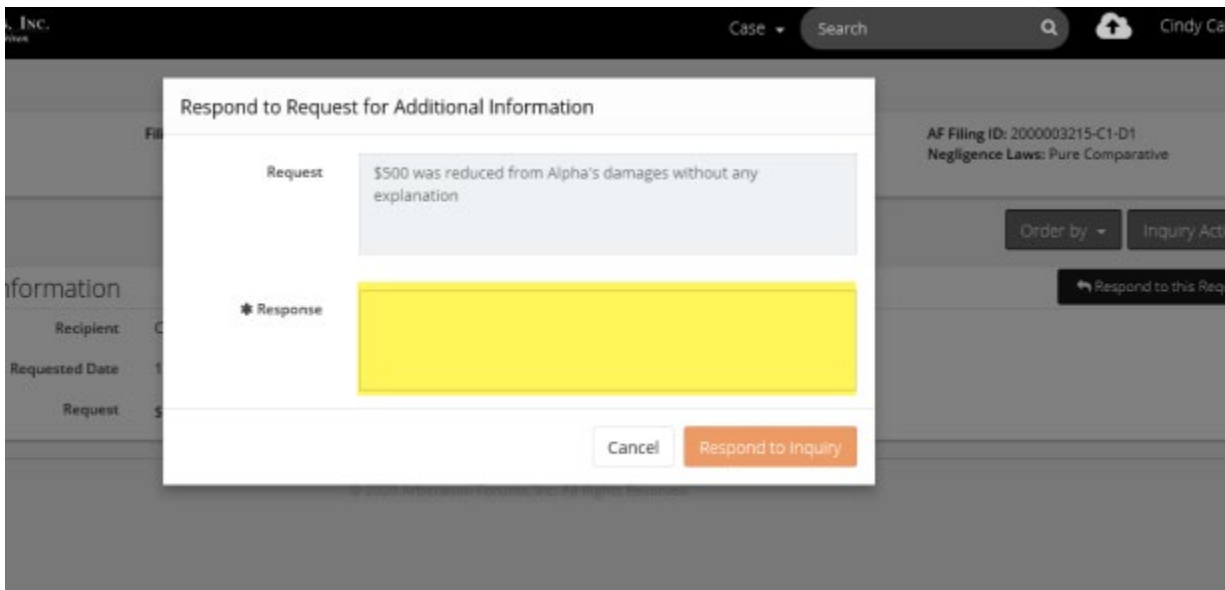
1. To respond to the inquiry, click the PDI link from the email notification, which takes arbitrators to the following screen:



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.



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



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.