

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: 01/12/2025 04:14:47 p.m.

Subject: Post Decision Inquiry Sent to Arbitrator – Request for Info – AF Case

Number: 202500003215-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, 2025.

You can view the post-decision inquiry details using the following link:

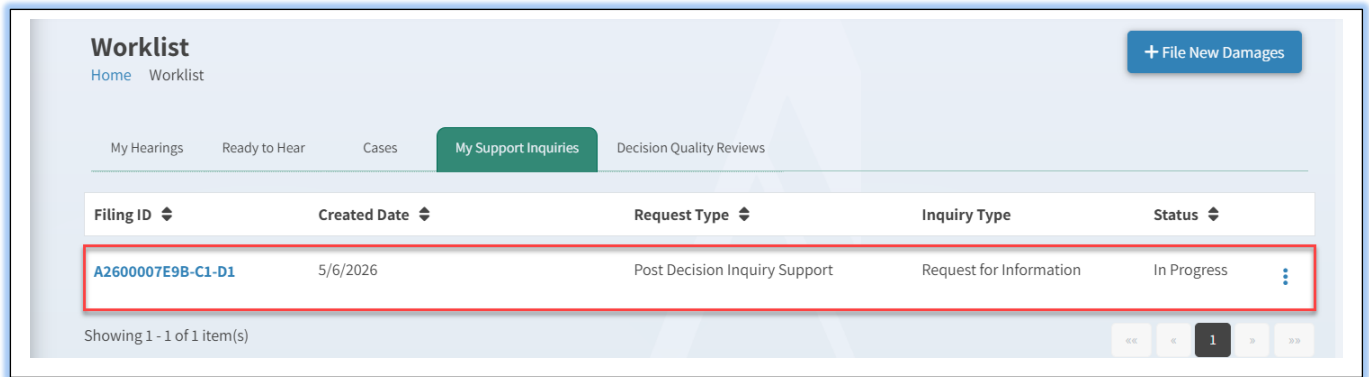
<https://trsuat08.arbfile.org/trs/web/support/127771/supportDetails/541/pdi>

You can view the decision details using the following link:

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

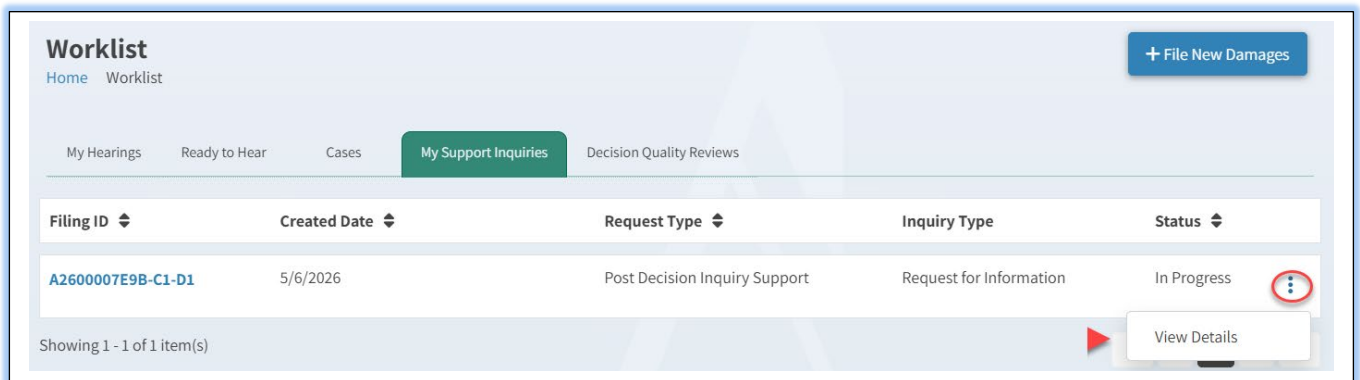
Thank you for your commitment as an arbitrator. We appreciate your help. If you have any questions, contact us at 1-866-977-3434 or via the [Member Support Portal](#).

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.**



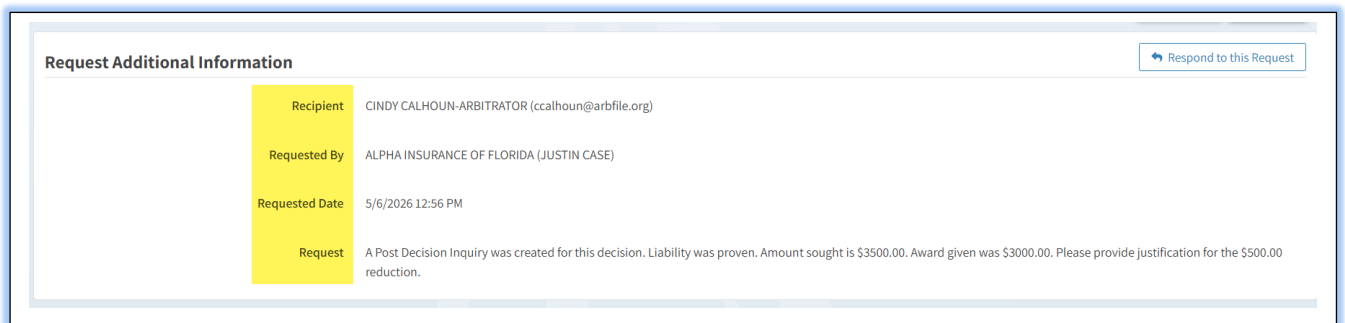
The steps listed below explain how to respond to a PDI.

1. To respond to the inquiry, click the PDI link from the email notification or select the blue ellipsis found under the *My Support Inquiries* tab. Now, select *View Details*.

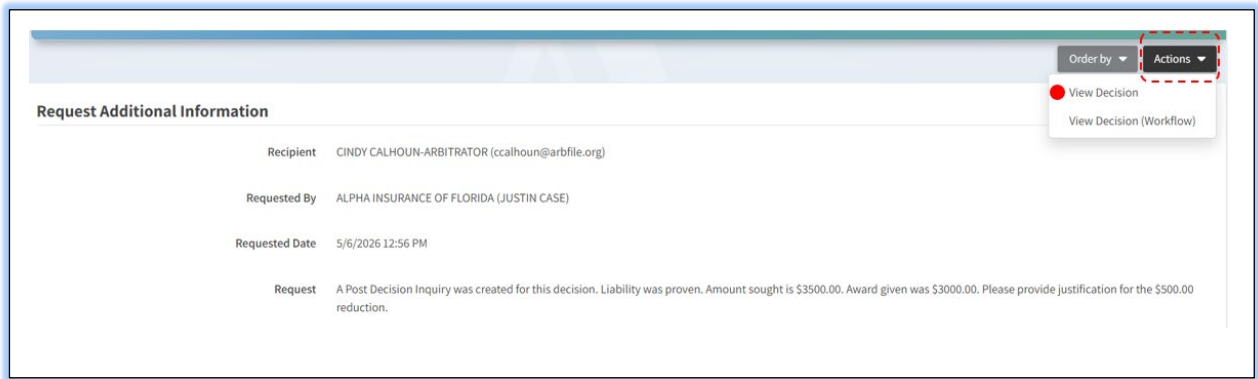


2. The **Request for Additional Information** screen provides the following details:

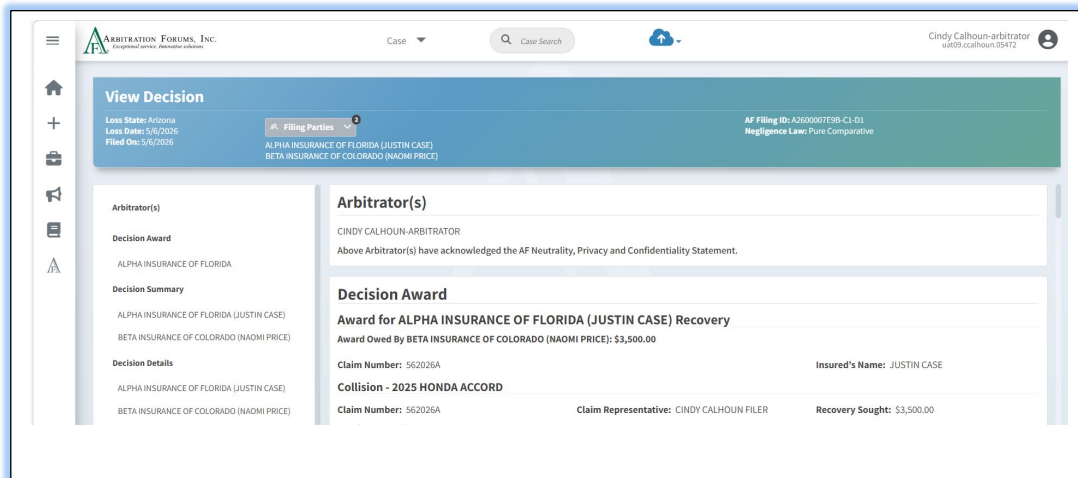
- **Recipient:** Provides the arbitrator’s name
- **Requested By:** The company name that filed the PDI
- **Requested Date:** The date the request was made
- **Request:** Provides the reason for the inquiry from the member



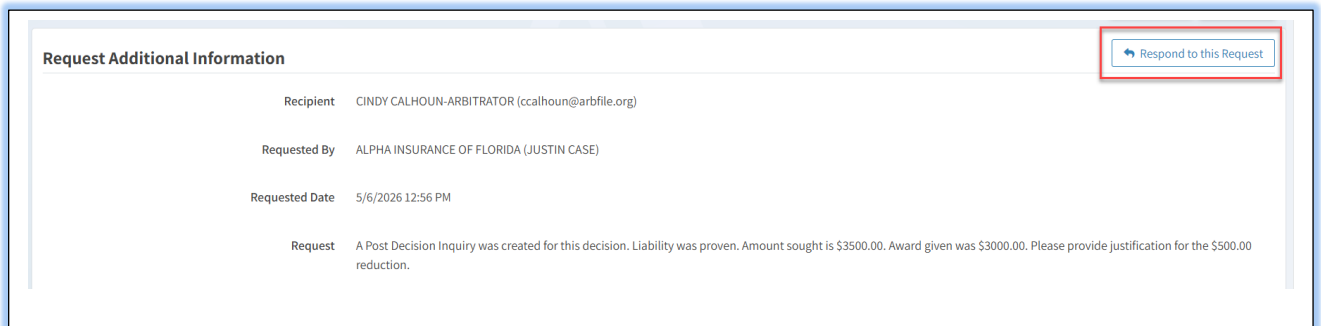
3. To begin, select **View Decision** from the **Actions** drop-down menu.



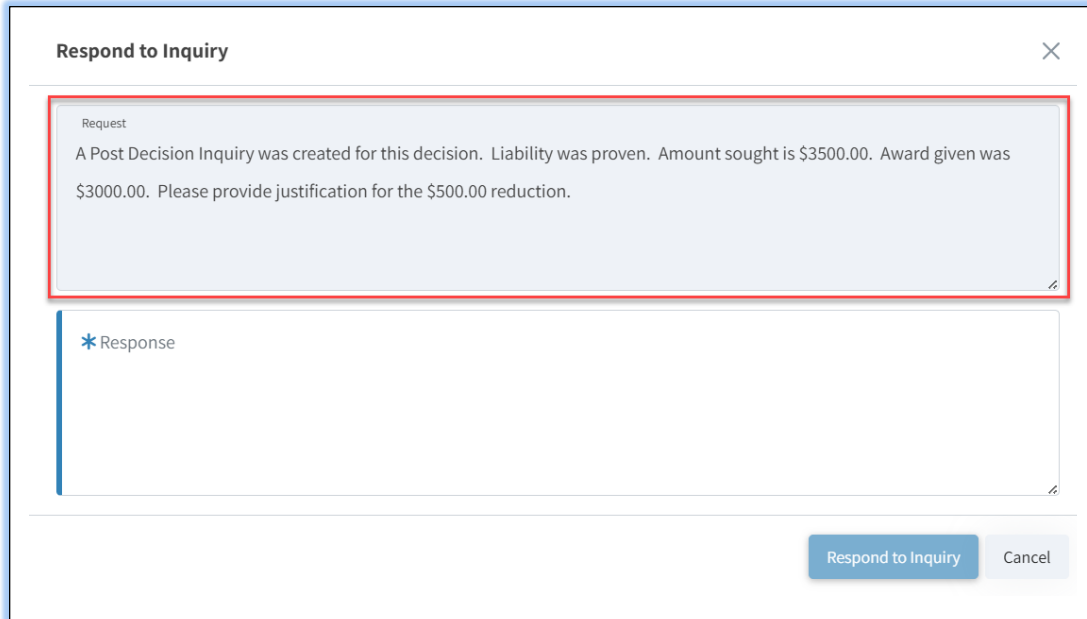
From here, you will be able to review your initial decision.



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



5. Review the request.



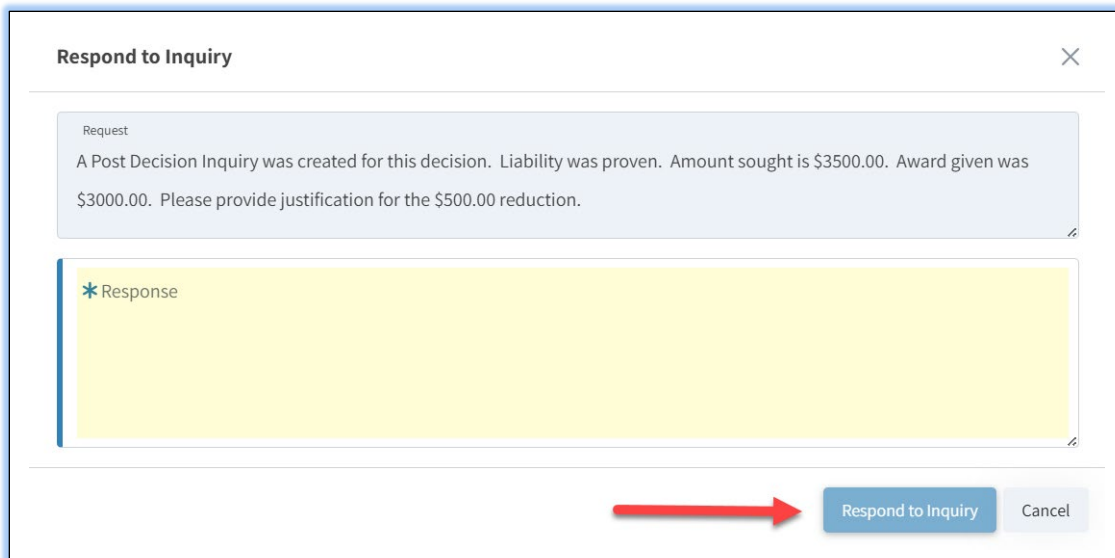
Respond to Inquiry [Close]

Request
A Post Decision Inquiry was created for this decision. Liability was proven. Amount sought is \$3500.00. Award given was \$3000.00. Please provide justification for the \$500.00 reduction.

* Response

Respond to Inquiry Cancel

6. Next, enter additional information in the **Response** field (highlighted below) then select **Respond to Inquiry**.



Respond to Inquiry [Close]

Request
A Post Decision Inquiry was created for this decision. Liability was proven. Amount sought is \$3500.00. Award given was \$3000.00. Please provide justification for the \$500.00 reduction.

* Response

Respond to Inquiry Cancel

7. 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 jurisdictional error has been made or if the decision is final and binding.