

## Arbitration Document Coversheet Instructional Aid

The method for printing Applications, Contentions, and Document Coversheets has been modified to:

- Ease the workflow through the system, and
- Provide additional options that allow you more flexibility and support the move to an online hearing environment.

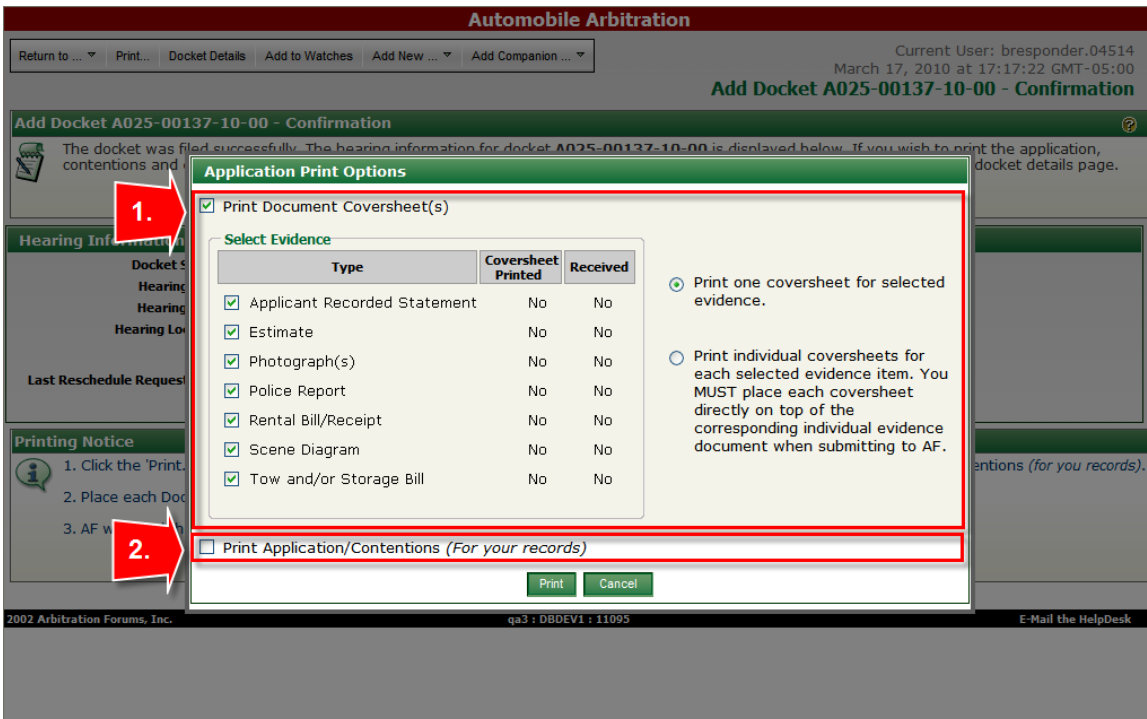
This new method gives you the option to print:

- A single document coversheet for all evidence items, or
- Multiple document coversheets to separate each evidence item.

Unlike the prior procedure where printing a document coversheet was initiated manually, the Application Print Options popup window now appears automatically as part of the Docket Confirmation page.

Within the popup window, there are two primary options:

1. Print Document Coversheet(s)
2. Print Application/Contentions (For your records)



**Automobile Arbitration**

Return to ... Print... Docket Details Add to Watches Add New ... Add Companion ...

Current User: bresponder.04514  
 March 17, 2010 at 17:17:22 GMT-05:00

**Add Docket A025-00137-10-00 - Confirmation**

Add Docket A025-00137-10-00 - Confirmation

The docket was filed successfully. The hearing information for docket A025-00137-10-00 is displayed below. If you wish to print the application, contentions and docket details page.

**Application Print Options**

Print Document Coversheet(s)

**Select Evidence**

Type	Coversheet Printed	Received
<input checked="" type="checkbox"/> Applicant Recorded Statement	No	No
<input checked="" type="checkbox"/> Estimate	No	No
<input checked="" type="checkbox"/> Photograph(s)	No	No
<input checked="" type="checkbox"/> Police Report	No	No
<input checked="" type="checkbox"/> Rental Bill/Receipt	No	No
<input checked="" type="checkbox"/> Scene Diagram	No	No
<input checked="" type="checkbox"/> Tow and/or Storage Bill	No	No

Print one coversheet for selected evidence.

Print individual coversheets for each selected evidence item. You MUST place each coversheet directly on top of the corresponding individual evidence document when submitting to AF.

Print Application/Contentions (For your records)

Print Cancel

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**1. Print Document Coversheet(s) section:**

The choices within this section include:

- The ability to select the evidence for which you wish to print coversheets, and
- The choice of printing a single coversheet or multiple coversheets.

<b>Print one coversheet for selected evidence.</b>	<b>Print individual coversheets for each selected evidence item.</b>
<p>The use of a single document coversheet will combine all submitted evidence items into a single electronic file when imaged for use in an online hearing.</p> <p>For example, if you submit a police report, photographs, and an estimate with a single document coversheet, the documents will be imaged into <u>one electronic file</u> through which the arbitrator will scroll to view the contents.</p>	<p>The use of multiple document coversheets will separate submitted evidence items into individual electronic files when imaged for use in an online hearing.</p> <p>For example, if you submit a police report, photographs, and an estimate with multiple document coversheets, the documents will be imaged into <u>three electronic files</u> that the arbitrator will open individually.</p> <p><i><b>IMPORTANT:</b> When using multiple coversheets, each coversheet must be placed on top of each corresponding evidence item prior to mailing.</i></p>

**2. Print Application/Contentions (For your records) section:**

The option to print your Application and Contentions is provided as a method for you to print a physical copy of these items for your records. AF does not need a printed copy of these items.

**Default Values in Application Print Options:**

By default, “Print Document Coversheets” will be selected.

The evidence listed when creating the docket will be shown below “Select Evidence” and selected by default if a coversheet has not been printed AND the item has not been received. If either of these conditions is true (is marked as “Yes”), the item will not be selected by default.

“Print one coversheet for all the selected evidence” will be selected by default.