

YOU CAN NOW E-FILE YOUR ARBITRATION AWARD
FREE OF CHARGE BY SETTING UP A WAIVER ACCOUNT
FOR COURT-ANNEXED ARBITRATION AWARDS

If you do not have a Tyler account, please send the signed original Award to the Center for Self Help and Dispute Resolution for filing.

1. **TO SET UP A WAIVER ACCOUNT:** The assigned firm administrator for your Tyler account must add a Waiver account. If you already have a waiver account, follow the instructions under Section 2.

Select **FIRM ADMIN** on the top menu;

Select the **Payment Accounts** tab;

Click the **Add Payment Account** button.

Complete the **Add Payment Account** form:

- a. Select **Active** to activate the payment account.
- b. Enter a payment account name.
- c. Select a payment account type (waiver) using the drop down list.
- d. Click the **Exit** button to exit without adding a credit card.
- e. Select **Available at all locations** if you want to make the waiver account available at all firm locations.
- f. Click the **Save Changes** button to save changes.

2. **TO FILE A COURT-ANNEXED ARBITRATION AWARD**

Log in to your Tyler account.

Retrieve the case the award will be filed in, and choose one of the award options below:

ARB: AWARD REGULAR (used when a party is awarded)

ARB: SETTLEMENT (award of dismissal due to settlement)

ARB: AWARD OF DEFAULT FOR FAILURE TO APPEAR

ARB: AWARD OF DEFAULT FOR FAILURE TO PARTICIPATE IN GOOD FAITH

ARB: AWARD PARTIAL

ARB: AWARD AMENDED (used when filing and amended award)

Under payment account, choose **Waiver**.

Under filing comments, please type in **“Court-Annexed Arbitration Assignment.”**

Proceed as normal in e-filing the award.

If you have any questions, please call our office at (505) 841-7412.