



# MEMORANDUM

**TO: Railroad Neutrals**

**FROM: Roland Watkins**  
**Director, Arbitration Services**

**DATE : April 23, 2018**

**RE: Changes to Arbitrator Work Space**

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The Office of Information Technology has just posted an updated version of the Arbitrator Workspace (AWS). I want to take this opportunity to inform you of the changes.

The AWS screen has not changed. However, the arbitrator will be informed of the definition of a late case each time you login. The following will appear:

## **System Modification Notice**

The arbitrator must give priority to late cases. A late case is a case that has been heard and a decision has not been rendered in 90 days. A late case is also a case which has been assigned to an arbitrator and no action has been taken on this case in 60 days from the date of assignment. If an arbitrator has any late cases, the AWS will not allow the arbitrator to submit any request that contains just non-late cases. The request must include all of the late cases.

If a case is late and it has to be "heard", contact the Arbitration Department at [arb@nmb.gov](mailto:arb@nmb.gov) for assistance or referral to someone who can provide the assistance.

The new version will automatically change the write by date pursuant to the change in the hearing date.

If you are encountering any difficulty, please contact us at [arb@nmb.gov](mailto:arb@nmb.gov) or (202)692-5055.

Thank you