

FIFTH JUDICIAL DISTRICT OF PENNSYLVANIA  
COURT OF COMMON PLEAS OF ALLEGHENY COUNTY



THE COMPULSORY ARBITRATION CENTER  
CIVIL DIVISION  
414 GRANT STREET ♦ 702 CITY COUNTY BUILDING  
PITTSBURGH, PENNSYLVANIA 15219  
(412) 350-5625

**REMOTE ARBITRATION HEARING INSTRUCTIONS**

**IF YOU ARE INTERESTED IN HAVING A REMOTE ARBITRATION HEARING YOU MUST DO THE FOLLOWING:**

1. Get agreement from all parties. If all parties do not agree, make a partial remote request indicating which party will appear remotely and which party will appear in person.
2. If you do not have a hearing date, complete a Praeceptum for Hearing form choosing a date at least 14 days out, and submit it along with your Virtual Arbitration hearing request form.
3. Complete a Virtual Arbitration hearing request form found on the Fifth Judicial District website, [www.alleghenycourts.us](http://www.alleghenycourts.us), and e-mail your request and form to [Civilarbact@alleghenycourts.us](mailto:Civilarbact@alleghenycourts.us) **at least 14 days prior to your hearing.**
4. Include the docket number, short caption, and date of arbitration in the subject line, **and copy all parties when sending your request e-mail.**
5. If the opposing party is not copied, the Arbitration office cannot coordinate a remote hearing request.
6. All remote parties/witnesses must have access to a computer, phone, or other device with both audio and camera capabilities, and all parties must have an internet accessible device capable of running Microsoft and utilizing the Microsoft Teams Application.
7. You must load all exhibits/documents you want to present to the arbitrators at the remote arbitration hearing, including all Rule 1305 documents, to a SharePoint file created by the Arbitration Department. You will be sent an e-mail invitation to this secure file. You must perform a one-time verification step to gain access to the SharePoint file. Check your spam folder if you do not receive a verification code in your inbox.
8. Before a fully remote hearing, all parties will be provided with the names of the arbitration panel members, and a list of protocols that must be followed in connection with the remote arbitration hearing.
9. The Court retains the right to alter the hearing date and time, with advance notice to all parties, to accommodate the remote hearing schedule.