



Allegheny County Court of Common Pleas

***Fill out form and save a copy to email to the Court with your request.
The filename of the form and subject line of your email should be
CASE # - SHORT CAPTION - HEARING DATE.***

Virtual Arbitration **Hearing Request Form**

Case Number:

Hearing Date:

Please check one box:

Fully remote hearing

- All parties consent to appearing remotely
with a remote panel

Partial remote hearing

- Name(s) of party/parties appearing remotely:

Plaintiff(s),
v.

-All remaining parties appear in person before
a panel at the City-County Building

Plaintiff/Counsel Contact Info:

Name:

Address:

Defendant(s).

Notes/Additional Party Contact Information:

E-Mail:

Phone Number:

**(Lawyers must include their support
staff's email if they want their staff to
access/download documents for them.)**

Defendant/Counsel Contact Info:

Name:

Address:

**EACH PARTY MUST HAVE THE TELEPHONE NUMBERS
OF ITS RESPECTIVE WITNESSES/CLIENTS TO
PROVIDE TO THE ARBITRATION PANEL**

E-Mail:

Phone Number:

Requests with incomplete information/no form WILL NOT BE HEARD.

All parties must be CC'd on the submission email.

Completed forms must be emailed to: **civilarbact@alleghencourts.us**

You will be assigned a date, time, and instructions via a Microsoft Teams invitation.
The Court may change your hearing date/time with advance notice to all parties to
accommodate the remote hearing schedule.