

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

**LANDLORD/TENANT ARBITRATOR/MEDIATOR REQUIREMENTS &
APPLICATION INSTRUCTIONS**

Requirements:

1. Be a member of the Pennsylvania Bar and be actively engaged in the practice of law in Allegheny County.
2. Attend a Court sanctioned training CLE: “Arbitrating and Mediating Landlord/Tenant Disputes”.
3. Report at 9am on the date summoned and must set the entire day aside to serve.
4. Hear all case evidence, decide factual disputes, and legal issues prior to entering an award.
5. Use a court issued Chromebook to access the case file docket entries and documents electronically from the Department of Court Records website.

Application Instructions:

1. Complete the attached Arbitrator Application form. Note: You will be both summoned and paid at the address you list as “Business Address”.
2. Complete a W-9 form found in the Arbitration forms section on the Civil Division’s website.
 - a. List your name on line 1 NOT your firm’s name
 - b. Check “individual” on line 3
 - c. Use the same “Business Address” on lines 5 and 6 you listed on your data sheet
 - d. Enter your individual Social Security Number in Part 1
 - e. Sign and date
3. Use the **same business address on BOTH forms** as arbitrators are paid by check.
4. Submit both forms to the Arbitration Supervisor, Anna Majocha, at AMajocha1@alleghenycourts.us.

Social Security #:

Supreme Court I D #:

**COURT of COMMON PLEAS of ALLEGHENY COUNTY, PENNSYLVANIA
CIVIL DIVISION**

LANDLORD-TENANT ARBITRATOR APPLICATION FORM

Name

Firm

Partner Associate Individual

Business Address Telephone

Home Address Telephone

E-mail Address

Date admitted to the Bar of Allegheny County:

My practice consists of the following: (Indicate by Percentage)

Civil Law %

Criminal Law %

Family Court Law %

Corporate Law %

Municipal Law %

Real Estate Law %

Taxation %

Decedent's Estate %

General Practice %

Other

Answer the following questions:

1. Indicate your service interest below:

LT Arbitrator ☐ LT Mediator ☐

• Donation to NLSA ☐ or ACBA Bar Foundation ☐

2. Indicate your availability to serve as an Arbitrator:

Ready Availability Infrequent Availability

3. Would you respond to an immediate call as an Arbitrator: Yes ☐ No ☐

Use this space for any other information about your Law Practice.