

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

**ARBITRATOR 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. Report at 9am on the date summoned and must set the entire day aside to serve.
3. Hear all case evidence, decide factual disputes, and legal issues prior to entering an award.
4. 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.
  - a. Summons Address field: You will be summoned to serve via postcard 4 to 6 weeks prior to service date at this address.
  - b. Payment Address field: You will be paid by check within 2 weeks at the address you list in this field.
2. Submit this form to the Arbitration Supervisor, Anna Majocho, at AMajocho1@allegheycourts.us.
3. Complete a W-9 form found in the Arbitration forms section on the Civil Division's website.
4. Submit the W-9 form directly to arbbilling@allegheycourts.us.
  - a. You cannot be paid until the W-9 form is received.

Social Security #: \_\_\_\_\_

Supreme Court I D #: \_\_\_\_\_

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

**ARBITRATOR APPLICATION FORM**

Name \_\_\_\_\_

Firm \_\_\_\_\_

Partner \_\_\_\_\_ Associate \_\_\_\_\_ Individual \_\_\_\_\_

Summons Address \_\_\_\_\_ Telephone \_\_\_\_\_

\_\_\_\_\_

Payment 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 \_\_\_\_\_ %

\_\_\_\_\_

Answer the following questions:

1. Of the following types of actions, which do you feel most qualified to hear?

Trespass \_\_\_\_\_ Assumpsit \_\_\_\_\_

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.