

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. Note: you will not be paid at this address.
2. Submit this form to the Arbitration Supervisor, Anna Majocho, at AMajocho1@alleghencourts.us.
3. Submit a W-9 form directly to ArbBilling@alleghencourts.us.
  - a. You will be paid by check within 2 weeks at the address that you enter in the W-9 form.
  - b. You cannot be paid until the W-9 form is received.
  - c. If you change your address, you must submit a new W-9 form to ArbBilling@alleghencourts.us.

Supreme Court ID #:

COURT of COMMON PLEAS of ALLEGHENY COUNTY, PENNSYLVANIA  
CIVIL DIVISION

**ARBITRATOR APPLICATION FORM**

Name \_\_\_\_\_

Firm \_\_\_\_\_

**Summons Address**

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Suite \_\_\_\_\_

Business Phone \_\_\_\_\_ Extension \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Date admitted to the Bar of Allegheny County: \_\_\_\_\_

**To Be Paid:** You must submit a W-9 directly to ArbBilling@alleghencourts.us. You will be paid at the address listed on your W-9.

1. Indicate your availability to serve as an Arbitrator:

Ready Availability \_\_\_\_\_ Infrequent Availability \_\_\_\_\_

2. Would you respond to an immediate call as an Arbitrator: Yes \_\_\_\_\_ No \_\_\_\_\_

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