

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.
2. Submit this form to the Arbitration Supervisor, Anna Majocha, at AMajocha1@alleghenycourts.us.
3. Submit a W-9 form directly to ArbBilling@alleghenycourts.us.
 - a. You will be paid by check within 2 weeks at the address that you enter on the W-9 form. This address may be different from your summons address.
 - b. Payments cannot be processed until your W-9 form is on file.
 - c. If you change your address, you must submit a new W-9 form to ArbBilling@alleghenycourts.us. If you do not submit a new W-9 form, payment will be sent to your old address.

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@alleghenycourts.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.