

INSTRUCTIONS

APPLICATION FOR LISTING ON BUREAU OF MEDIATION PANEL OF ARBITRATORS

1. Applications may be completed in PDF fillable form format or printed and completed by hand in legible print. A PDF fillable form submission is preferred if you can do so.
2. Complete all sections of the application as completely as possible. If you have no information for a particular section, you may leave that section blank.
3. Please be aware that all information in the "Arbitrator Resume" section of the application is subject to public dissemination and posting on the Bureau's internet website to assist parties in making arbitrator selections. You must complete, acknowledge, and sign the release on the last page of the application consenting to the release of such information.
4. The Bureau requires 3-management references and 3-labor/union representative references. This information is mandatory, and your application will not be approved for listing until we have been in contact with all 6-references provided.
5. Once you have completed your application, including the signed release, please return it to the Bureau of Mediation by one of the following methods.
 - A. **Preferred method.** Email your completed application in PDF format to RA-LIBMED@pa.gov.
 - B. If unable to email a PDF version of your application, you may fax it to the Bureau at 717-705-6329.
6. Please note, the Bureau of Mediation requires all listed Arbitrators to maintain a billing address within 50-miles of the Commonwealth of Pennsylvania.
7. Incomplete applications or unresponsive references will delay processing of your application.
8. Once your application has been approved, you will be notified that you have been added to the Bureau's panel of arbitrators.
9. If you wish to deactivate your listing in the future, please contact the Bureau of Mediation.