



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF PENNSYLVANIA**

APPLICATION FOR APPOINTMENT AS ADR NEUTRAL

In accordance with Rule 16.2 of the Local Rules of the Western District of Pennsylvania, I am applying to be added to the list(s) of neutrals with the United States District Court for the Western District of Pennsylvania. I have reviewed the Alternative Dispute Resolution Policies and Procedures and am supplying the following information in support of this application:

Please check the type(s) of neutral you are applying to be:

_____ **Mediator** _____ **Early Neutral Evaluator** _____ **Arbitrator**

Please complete the attached Certification of Experience

PURSUANT TO THE COURT'S POLICIES AND PROCEDURES, ALL NEUTRALS
MUST BE REGISTERED USERS OF THE WESTERN DISTRICT OF PENNSYLVANIA'S
ELECTRONIC CASE FILING SYSTEM.

1. Name: _____

Office Address: _____

E-Mail Address (**required**): _____

Firm Affiliation (if any): _____

Office Phone: _____

2. Year admitted to practice before:

A. Pennsylvania Supreme Court _____

B. United States District Court Western District of Pennsylvania _____

3. Date admitted to practice before the highest court of a state other than Pennsylvania or the District of Columbia.

Court: _____ Date of Admission: _____

4. If any response to the following questions is yes, please explain circumstances on a separate sheet and attach.

A. Have you ever been disciplined for violation of any code of professional ethics or responsibility? _____

B. Have you ever been found guilty of a felony? _____

C. Have you ever been found liable for fraud or any other intentional tort? _____

D. Have you ever had a professional license revoked or suspended other than for non-payment of dues? _____

E. Have any legal malpractice judgments been entered against you? _____

5. Check all areas of legal practice or experience which best describe your legal background and indicate the percentage of your practice each type comprises.

_____ Administrative Law	_____ Admiralty	_____ Business Litigation
_____ Civil Rights	_____ Contracts	_____ Environmental Law
_____ Insurance	_____ Intellectual Property	_____ Judicial Officer
_____ Labor/Employment	_____ Personal Injury	_____ Personal Property
_____ Products Liability	_____ Professional Liability	_____ Real Property
_____ Tax	_____ Antitrust	

6. Please indicate the divisions in the Western District in which you would be willing to serve as a neutral:

_____ Erie _____ Pittsburgh _____ Johnstown

7. My experience as an arbitrator, mediator, evaluator, court-appointed master, or other officer rendering service in a similar capacity is summarized below. (If more space is needed, send additional pages as attachments.)

8. Have you ever represented a party in a case that went to any form of Alternative Dispute Resolution (ADR)? If so, check:

_____ Federal _____ State

Year: _____ What court: _____

Type of ADR process: _____

Number of times you have participated in an ADR process _____

9. Please set forth all information regarding your formal training in alternative dispute resolution including a description(s) of the course(s) taken, number of hours, where and when it was given, and by what sponsoring organization. (If more space is needed, send additional pages as attachments.) If you are applying as a mediator, please indicate the number of training hours that involved your participation in mediation simulations.

10. Do you agree to serve as a neutral on a pro bono, when contacted by the Court, where at least one party is appearing pro se, and when the presiding judge has concluded that they are unable to pay all or a portion of a neutral's fee for services in an ADR proceeding?

_____ Yes _____ No

11. Please list the number and type of cases wherein you have served as a neutral and indicate the type of ADR (i.e., mediation, evaluation, arbitration) you conducted.

12. Do you carry insurance coverage for your ADR practice?

_____Yes _____No

13. Do you agree to remain current with the Court's ADR Policies and Procedures?

_____Yes _____No

**I HEREBY CERTIFY THAT THE FOREGOING INFORMATION IS
TRUE AND CORRECT.**

Signature: _____

Date: _____

Please email the completed application and certificate of experience to:

ADRCoordinator@pawd.uscourts.gov

CERTIFICATION OF EXPERIENCE

Each person serving as a neutral in this Court's ADR program shall be either:

- a member of the bar of this Court,
- a member of the faculty of an accredited law school, or
- be approved by this Court to serve as a neutral as determined by a committee of Judges to be competent to perform the applicable duties.

The minimum requirements for serving in a specific role on the Court's panel of neutrals are as follows. Upon good cause, these requirements may be modified in individual circumstances.

Please check the type of mediator to which you are applying:

_____ **Mediators.**

Attorney Mediators. Mediators who are attorneys shall have been admitted to the practice of law for at least seven (7) years and shall have:

1. substantial experience with civil litigation in federal court.
2. completed 40 hours of mediation training, including training in the facilitative method of mediation.
3. strong mediation process skills and the temperament and training to listen well, facilitate communication across party lines and assist the parties with settlement negotiations.

_____ **Non-attorney Mediators.**

Mediators who are not attorneys may be selected to serve on the Court's panel of mediators if they are knowledgeable about civil litigation in federal courts and have:

1. appropriate professional credentials in another discipline.
2. 40 hours of mediation training, including training in the facilitative method of mediation.
3. experience mediating at least five cases; and
4. strong mediation process skills and the temperament and training to listen well, facilitate communication across party lines and assist the parties with settlement negotiations.

_____ **Early Neutral Evaluators.**

Evaluators shall have been admitted to the practice of law for at least 15 years and shall have:

1. substantial experience with civil litigation in federal court.
2. substantial expertise in the subject matter of the cases assigned to them; and
3. the temperament and training to listen well, facilitate communication across party lines and, if called upon, assist the parties with settlement negotiations.

_____ **Arbitrators.**

Arbitrators shall have been admitted to the practice of law for at least 10 years and shall have:

1. For not less than five years, committed 50% or more of their professional time to matters involving litigation; or
2. Substantial experience serving as a neutral in dispute resolution proceedings.
3. Accept compensation set by Judicial Conference in accordance with 28 USC §658.

I HEREBY CERTIFY THAT I MEET THE MINIMUM REQUIREMENTS FOR THE FOREGOING NEUTRAL SELECTIONS. I FURTHER CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signature: _____

Date: _____

Rev. 1/2025