CALIFORNIA STATE MEDIATION AND CONCILIATION SERVICE
ARBITRATOR REQUEST FORM

Panel of Private Arbitrators

The California State Mediation and Conciliation Service (SMCS) maintains a statewide panel of private arbitrators who are available to serve as the neutral party for labor disputes. The automated Panel of Arbitrators Selection System (PASS) will generate a random list of arbitrators based on criteria indicated in the parties' request. Although the request form need not be actually signed by both parties, the requesting party must certify that it is a joint request and list the contact information of the other party.

Please note that the fee for each new arbitration list request is $50.00 and payment must be received before we are able to process your request (there will be no charge for substitute lists for the same case). An invoice can be provided to the parties upon request. We accept check, money order, or credit card.

If you will be paying by check or money order, please address and mail it to:

Public Employment Relations Board
State Mediation and Conciliation Service
1031 18th Street
Sacramento, CA 95811

For your convenience, credit card payment is available.

Once you receive your list of arbitrators, please review the list. If you want additional information about any of the arbitrators on the list, please email SMCSInfo@perb.ca.gov. Include the CSMCS case # and the name of the arbitrator(s) about whom you want information. We will then email you the name of the most recent five employers and employee organizations that selected the arbitrator(s). If a particular arbitrator has less than five total selections from SMCS lists, we will send you as many as we have.

When the parties select an arbitrator, they must notify SMCS. SMCS will notify the arbitrator, who will contact the parties to set dates. ***It is very important that the parties notify SMCS of their selection.*** **SMCS** tracks arbitrator acceptability, and our data will be incomplete if we are not notified of arbitrator selections from our lists.

Absent a joint request to do otherwise, SMCS will send out lists of arbitrators who **may not reside in the region of the dispute, but have agreed to charge travel and expenses only for costs associated with travel within the region (Northern, Central or Southern California).** If the request does not specify the number of arbitrator names, we will issue a list of seven. The list is accompanied by the resume of each arbitrator on the list.

Questions

Please contact SMCS with any questions you may have. You may call the office at (916) 322-7638, or email us at SMCSInfo@perb.ca.gov.

Approved by Jerry Fecher
Feb 2026

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ARBITRATOR REQUEST FORM

Requesting Party	Other Party
Name_____	Name_____
Title_____	Title_____
Organization_____	Organization_____
E-mail address_____	E-mail address_____
Phone Number_____	Phone Number_____
Mailing Address_____	Mailing Address_____

Delivery Options: **E-mail** ☐ **Mail** ☐

Case Name/Type:_____

☐ Joint Request

☐ Pertains to Assembly Bill No. 119 / Government Code 3557

Number of Arbitrators: _____

Preferences:

Upon the joint request of the parties, when preferences are identified, SMCS will draw from the pool of arbitrators who meet specified criteria.

Membership in:

☐ National Academy of Arbitrators

☐ American Arbitration Association

Area of experience (check only one):

○ Transit
○ Police
○ Fire
○ K-12 education
○ Community Colleges
○ Agriculture
○ Local government (cities, counties, special districts)
○ Health care
○ State government
◉ No preference
○ Manufacturing
○ Construction
○ Interest arbitration

Absent a joint request to do otherwise, SMCS will send out lists of arbitrators who may not reside in the region of the dispute, but have agreed to charge travel and expenses only for costs associated with travel within the region (northern, central or southern California.)

Other specifications:

☐ Expedited availability-arbitrators who have indicated they typically have at least five open dates within the 60-day period after appointment

☐ Member of the State of CA Bar Association

Geographic proximity (arbitrators who actually reside in the region of the dispute).

○ Northern California
○ Central California
○ Southern California
◉ No Preference

☐ Video conferencing

Signature on the request for an arbitrator certifies that this is a joint request of both parties and the references identified are mutual.

_____ _____ _____

Signature Title Date

A signed and completed form requesting a list of arbitrators may be sent to SMCS by e-mail (smcsinfo@perb.ca.gov) or mailed to SMCS at 1031 18th Street, Sacramento, CA 95811.

Approved by Jerry Fecher
Feb 2026