

**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.

