

ARBITRATOR SCREENING AND APPOINTMENT GUIDELINES

1. All new arbitrators must submit a completed uniform application form with a copy of their resumé and proof of attendance at the required initial training in accordance with *R. 1:40-12(c)*. Existing arbitrators applying for appointment in additional counties must submit proof of attendance at a continuing training in accordance with *R. 1:40-12(c)*.

A Certified Civil Trial Attorney with the requisite experience, who has also completed the training and continuing education required by *R. 1:40-12(c)*, will be entitled to automatic inclusion on the roster.

After attending the initial training, a new arbitrator shall attend continuing training after two years. Thereafter, an arbitrator shall attend continuing training every four years. *R. 1:40-12(c)(1)*. Arbitrators who have already attended the initial training and at least one continuing training shall attend continuing training every four years. *R. 1:40-12(c)(2)*.

Completed application forms should be submitted to the Arbitration Administrator of the county in which the arbitrator wishes to serve. Appointments to the roster cannot be provisional. All required documents must be submitted prior to consideration for appointment to the roster.

The Arbitration Administrator will verify and submit the application and accompanying documents to the local selection committee. No applicant is permitted to submit required paperwork directly to the local selection committee nor can the local selection committee consider any applicant that has not previously submitted all required paperwork to the Arbitration Administrator. After its review, the local selection committee will then submit recommendations for the roster to the Assignment Judge or his/her designee for final approval. This is necessary to ensure that arbitrators are qualified in accordance with *R. 4:21A-2*.

2. Upon approval by the Assignment Judge or his/her designee, the Arbitration Administrator will advise the AOC Civil Practice Division of the appointment of new arbitrators to the county roster.
3. Any individual who feels that he or she has been aggrieved during the application or review process may bring this matter to the attention of the Assignment Judge for review.
4. The local selection committee shall annually review the roster of arbitrators

in consultation with the Civil Presiding Judge, Civil Division Manager and Arbitration Administrator and make recommendations to the Assignment Judge to remove arbitrators from the roster. See *R. 4:21A-2(b)*. It is imperative that staff are an integral part of this process so that evaluations include staff input regarding arbitrator scheduling issues, time management, promptness, cooperation, professionalism, availability and other relevant issues.

Arbitrator mentoring and other assistance should be made available at the county level. General concerns identified as a result of the evaluation process should be addressed at county meetings to the extent practicable, with Assignment Judges always welcome to reach out to the AOC Civil Practice Division on arbitration-related issues.

5. Each county is encouraged to establish a local monitoring and support committee to provide assistance to arbitrators, court staff, and judges regarding any arbitration-related issues. This can be part of the existing bar committees.