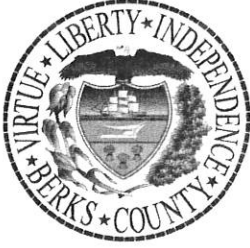


COUNTY OF BERKS, PENNSYLVANIA

Prothonotary



Courthouse, 2nd Floor
633 Court Street
Reading, PA 19601

Phone: 610.478.6970

Jonathan K. "J.D." Del Collo, Prothonotary

Ann L.R. Fitzgerald, Chief Deputy Prothonotary

The Berks County Prothonotary's Office in conjunction with the Berks County Court Administration will be implementing an electronic procedure for Arbitration pursuant to Berks County Local Rule of Civil Procedure 1305.

Rule 1305 Conduct of Hearing

On the date fixed for the hearing, the chairperson and the members of the panel shall report to the designated location for the hearing and shall organize for the hearing at least fifteen (15) minutes before the scheduled time. The panel shall conduct the hearing in accordance with Pa. R.C.P. 1302, 1304 and 1305 and in accordance with courtroom decorum. The chairperson of the panel shall preside and see to the proper conduct of the hearing, announce all rulings of a majority of the panel pertaining to the law and/or the admissibility of evidence and be responsible for the proper filing with the Prothonotary of the completed oath and award.

Comment: It is the intention of these rules that the arbitration proceed in an expeditious fashion and that all parties will take full advantage of submitting documentation and tangible evidence pursuant to Pa. R.C.P. 1305 without the need for expert testimony unless extraordinary circumstances warrant.

Prothonotary's helpful hints for completing and e-filing the Arbitration Oath/Award are attached.

Questions re: completion of Arbitration Oath/Award form, contact 610-478-6970 extension 3471.

Questions re: incomplete panel day of hearing or continuation of Arbitration hearing, contact 610-478-6208 extension 5718.

Dedicated to public service with integrity, virtue & excellence

www.countyofberks.com

Blank Electronic Arbitration Form

County of Berks Civil Electronic Filing System

[Return To Case](#)

You can "Save Draft Arbitration" as many times as you need and it will be available to edit when you return to this page. When you have completed the form you can click "EFile Arbitration" which will create an Arbitration Form Filing automatically and can be submitted (once EFiled the form can no longer be edited and would need to be started over).

Save Draft Arbitration

EFile Arbitration

SAM, YOSEMITE

Plaintiff

VS

GUN POWDER
MANUFACTURING
COMPANY

Defendant

IN THE COURT OF PLEAS
BERKS COUNTY, PENNSYLVANIA
Case No. 19 - 00005
Arb No. 2 - 19

OATH OF ARBITRATORS

We do solemnly swear (or affirm) that we will support, obey and defend the Constitution of the United States and of this Commonwealth and that we will discharge the duties of our office with fidelity.

/s/
Chairperson

/s/
Arbitrator

/s/
Arbitrator

We the above named arbitrators, being unable to conclude the hearing of **{Original Hearing Date}**, and upon Stipulation of all parties, said hearing is continued to **{Hearing Date}**, at **{Hearing Time}**

Use the boxes below to fill out the section above

Original Hearing Date

Next Hearing Date

Next Hearing Time

*WAS A HEARING HELD: Yes No

CERTIFICATION

Pursuant to B.C.R.C.P. 1315 and under penalty of perjury, the above name Chairperson hereby Certifies that the Board of Administrators concluded the hearing within the time listed below:

*Time Hearing Started:

*Time Hearing Concluded:

OR

Settled prior to Hearing: Yes No

If there was an agreed upon settlement prior to hearing, DO NOT COMPLETE THE AWARD BELOW.

AWARD

And now, this **{AWARD DAY}** day of **{AWARD MONTH, YEAR}**, we the undersigned arbitrators, having been duly appointed and sworn (or affirmed) make the following award: (NOTE: IF DAMAGES FOR DELAY ARE AWARDED THEY MUST BE SEPARATELY STATED).

*Award Details
(0/4000)

Use the boxes below to fill out the section above

*Award Date

Arbitrator disents: /s/ /s/
(if applicable) Chairperson

*Date /s/
Arbitrator

/s/
Arbitrator

Issue check payable to: (please provide a law firm name and address or attorney name and address)

Chairperson

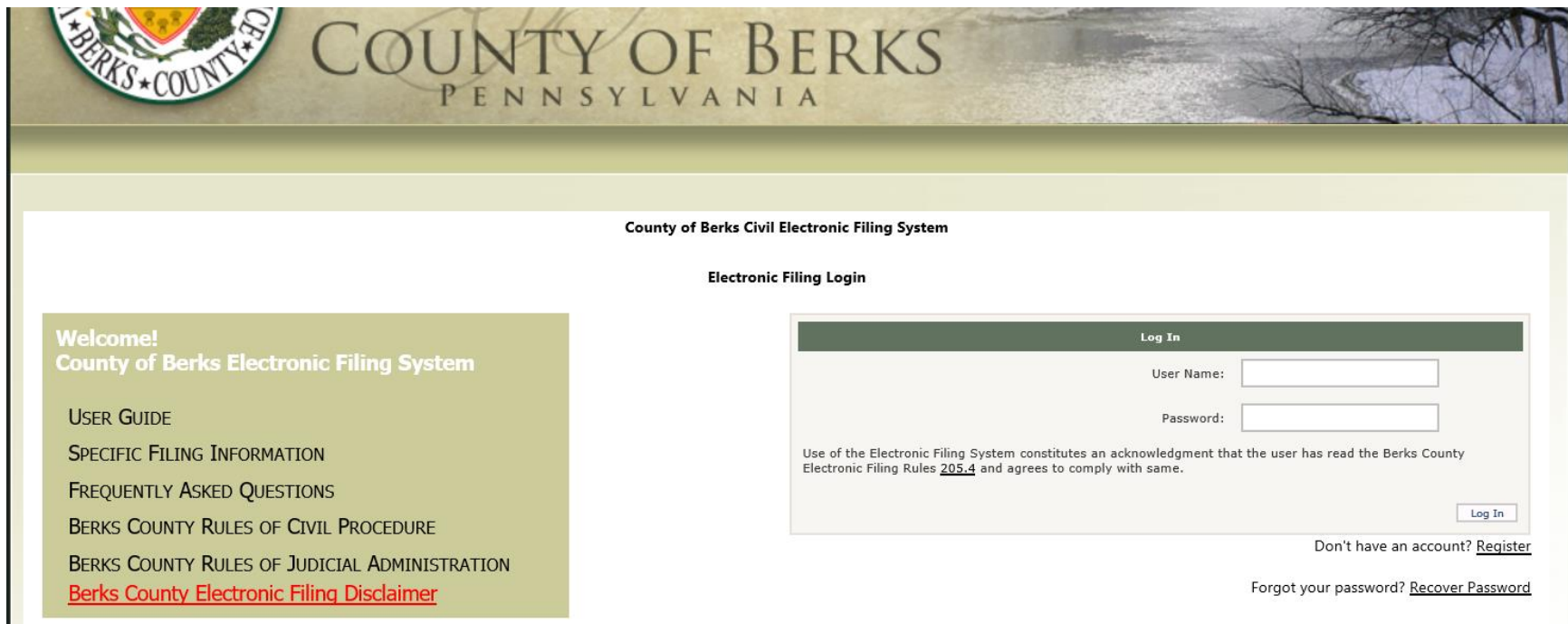
Arbitrator

Arbitrator

I understand the party listed above as payee will, subject to certain IRS thresholds, receive an IRS form 1099-miscellaneous by January 31st of the year following payment. It is also my understanding that a valid IRS form W-9 has been filed with the County of Berks.

Instructions for Electronic Arbitration Form.

1. Log onto EFS (efiling) and proceed to **MY CASES**.



The screenshot shows the login page for the County of Berks Civil Electronic Filing System. At the top left is the County of Berks logo. The main header reads "COUNTY OF BERKS PENNSYLVANIA". Below this, the page title is "County of Berks Civil Electronic Filing System". The central heading is "Electronic Filing Login". On the left, a green sidebar contains a "Welcome!" message and a list of links: "USER GUIDE", "SPECIFIC FILING INFORMATION", "FREQUENTLY ASKED QUESTIONS", "BERKS COUNTY RULES OF CIVIL PROCEDURE", "BERKS COUNTY RULES OF JUDICIAL ADMINISTRATION", and "Berks County Electronic Filing Disclaimer". On the right, a login form titled "Log In" has fields for "User Name:" and "Password:". Below the fields is a disclaimer: "Use of the Electronic Filing System constitutes an acknowledgment that the user has read the Berks County Electronic Filing Rules 205.4 and agrees to comply with same." A "Log In" button is at the bottom right of the form. Below the form, there are links for "Don't have an account? Register" and "Forgot your password? Recover Password".

- 2. Click on List and select **Cases where I am an Arbitrator**.
- 3. Select the case that you wish to view.

MY HOME | MY FILINGS | **MY CASES** | MY MESSAGES | CASE SEARCH | MY ACCOUNT | MY PROFILE | MY HELP

Welcome: shellyqa This is the QA System [Logout](#)

County of Berks Civil Electronic Filing System

My Cases

List: **Cases where I am an Arbitrator** ▼

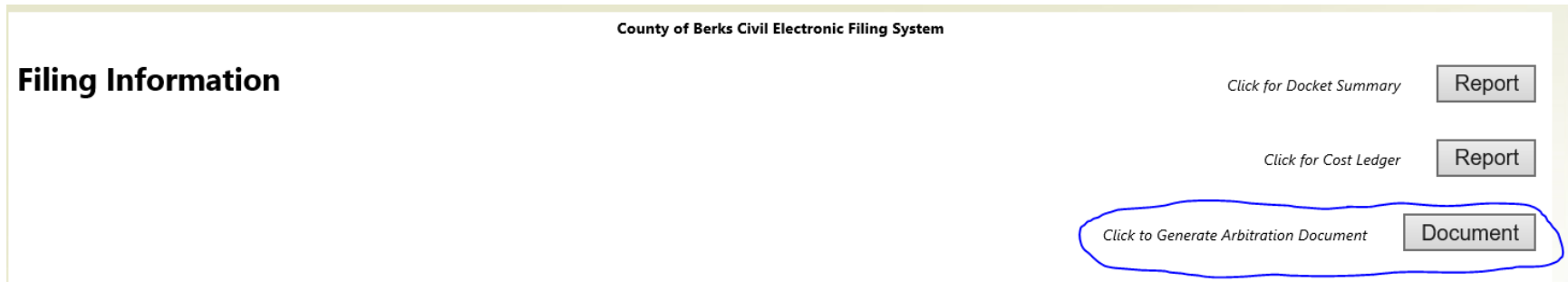
Show entries Search:

Docket	Filing Type	Filing Date
19-00005	Complaint	01/25/2019
17-00015	Complaint	05/02/2017
17-00012	Complaint	04/28/2017
17-00007	Complaint	02/17/2017

Showing 1 to 4 of 4 entries ◀ Previous Next ▶

4. To generate the electronic arbitration form click on **Document**.

(The electronic arbitration form can be started prior to hearing in Chairperson’s office or can wait until in hearing room.) If creating the electronic arbitration form prior to hearing, click **Save Draft Arbitration** before leaving case.



5. **REQUIRED** areas of the electronic arbitration form.

- a. Chairperson
- b. Arbitrator (at least one)
- c. Hearing held
- d. Hearing start time
- e. Time hearing concluded
- f. Date
- g. Name and Address for payment of Arbitrators

If any of the required areas are not completed, a **MESSAGE** in red will show at the top of the page and below the item.

6. Arbitrators will need to type Name and PA Attorney ID number for the Oath of Arbitrators section.

OATH OF ARBITRATORS

We do solemnly swear (or affirm) that we will support, obey and defend the Constitution of the United States and of this Commonwealth and that we will discharge the duties of our office with fidelity.

/s/

Chairperson

/s/

Arbitrator

/s/

Arbitrator

7. Continuation needed - contact Court Administration at #610-478-6208 ext. 5718 - complete section when next hearing date and time scheduled.

Use the boxes below to fill out the section above

<input type="text" value="04/01/2020"/>	<input type="text" value="04/03/2020"/>	<input type="text" value="9:30 am"/>
Original Hearing Date	Next Hearing Date	Next Hearing Time

8. Click appropriate bullet.

*WAS A HEARING HELD: Yes No

9. Enter time hearing started and hearing ended or click if settled prior to hearing.

CERTIFICATION

Pursuant to B.C.R.C.P. 1315 and under penalty of perjury, the above name Chairperson hereby Certifies that the Board of Administrators concluded the hearing withing the time listed below:

*Time Hearing Started:

*Time Hearing Concluded: x

Time Hearing Concluded Is Required

OR

Settled prior to Hearing: Yes No

If there was an agreed upon settlement prior to hearing, DO NOT COMPLETE THE AWARD BELOW.

if hearing continued to separate day, show times for all days

CERTIFICATION

Pursuant to B.C.R.C.P. 1315 and under penalty of perjury, the above name Chairperson hereby Certifies that the Board of Administrators concluded the hearing withing the time listed below:

*Time Hearing Started:

*Time Hearing Concluded: x

OR

Settled prior to Hearing: Yes No

If there was an agreed upon settlement prior to hearing, DO NOT COMPLETE THE AWARD BELOW.

10. Type award.

AWARD

And now, this **{AWARD DAY}** day of **{AWARD MONTH, YEAR}**, we the undersigned arbitrators, having been duly appointed and sworn (or affirmed) make the following award: (NOTE: IF DAMAGES FOR DELAY ARE AWARDED THEY MUST BE SEPARATELY STATED).

Arbitration Award in favor of Plaintiff and against Defendant ACME Manufacturing Company. In favor of Defendant Wiley E. Coyote and against Plaintiff.

*Award Details
(151/4000)

If multiple same type parties in case, but award only for less than all, MUST be specific as to party. (ie. 2 plaintiffs, but only awarding 1 plaintiff, MUST be specific as to which plaintiff).

Award will be REJECTED if not specific when multiple party types.

11. Enter Award Date

Use the boxes below to fill out the section above

*Award Date

12. Type Name and PA Attorney ID # as signing for award in appropriate box and enter award date.

Arbitrator disents: /s/
(if applicable)

/s/
Chairperson

*Date

/s/
Arbitrator

/s/
Arbitrator

13. Completion of payment form. Name and Address needed for each Arbitrator. This section replaces the form completed in the Prothonotary's Office for each arbitration.

Issue check payable to: (please provide a law firm name and address or attorney name and address)

Chairperson

Arbitrator

Arbitrator x

I understand the party listed above as payee will, subject to certain IRS thresholds, receive an IRS form 1099-miscellaneous by January 31st of the year following payment. It is also my understanding that a valid IRS form W-9 has been filed with the County of Berks.

14. Document has been saved and ready to Efile to Prothonotary Office. Click **EFile Arbitration**.

Reset Form

Save Draft Arbitration

EFile Arbitration

- Summary Page will automatically open.
Click “I certify that this filing complies” box.
Click **Submit to Prothonotary**.


EFSN: 783 **DocketNumber:** 177 **Plaintiff:** Coyote, Wiley E
Ref.No.: **SubType:** Complaint **Defendant:** Acme Manufacturing Company

I certify that this filing complies with the provisions of the Public Access Policy of the Unified Judicial System of Pennsylvania: Case Records of the Appellate and Trial Courts that require filing confidential information and documents differently than non-confidential information and documents.

This filing does not cost anything.

Submit To Prothonotary

Below is a summary of this Transaction for your review.



COUNTY OF BERKS

E-FILING SUMMARY

Case Type:	Civil	Case Sub-Type:	Complaint
E-File Number:	783		
Reference Number:			
Berks Co. Case Number:	17-7		
Caption:	Coyote, Wiley E Vs. Acme Manufacturing Company		
Additional Arbitration Form			\$0.00
			\$0.00
		Grand Total:	\$ 0.00

16. My Filings page will show status of Arbitration.

My Filings (Work in Progress)

Show entries Search:

EFSN ▲	Reference No.	Status	Date	Docket	Filing Type	Created	
780		Submitted	03-10-2020		Divorce	03-10-2020	
781		Submitted	03-11-2020		Complaint	03-11-2020	
782		Draft	04-14-2020	17-7	Complaint	04-14-2020	X
783		Submitted	04-14-2020	17-7	Complaint	04-14-2020	