## **Arbitrator Roster Instructions**

The 2<sup>nd</sup> Judicial Circuit maintains a list of qualified Arbitrators and Arbitrator Panel Members. If you would like to be included on the roster in the 2<sup>nd</sup> Judicial Circuit, please follow these steps:

- 1. Complete the Arbitrator Application.
- 2. Complete the Background Screening Form.
- 3. Submit both original documents to:

2<sup>nd</sup> Judicial Circuit, ADR Unit 301 S. Monroe Street, Suite 225 Tallahassee, FL 32301 ATTN: Arbitration

The 2<sup>nd</sup> Circuit will only allow those with the appropriate training to be included on the roster. It is our goal to respond to your application as quickly as possible. Please contact the 2<sup>nd</sup> Circuit Alternative Dispute Resolution Unit if you have questions related to the application process. The ADR Unit Director, Veronica R. Jackson, may be reached by email at <u>jacksonv@leoncountyfl.gov or</u> by phone at (850) 606-4484.