

List the certified mediation training you have received. Form ADR-1006 (Trainee Evaluation Form) is required from the trainer.

Course/Hours	Trainer	Location	Date
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SECTION III TRAINING IN SCREENING FOR DOMESTIC ABUSE (required for Juvenile and Domestic Relations District Court and Circuit Court-Family Mediators) (Minimum 8 hours)

1. Describe the certified training you have received in screening for and dealing with domestic abuse in the mediation context. Form ADR-1006 (Trainee Evaluation Form) is required from the trainer.

Course/Hours	Trainer	Location	Date
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SECTION IV TRAINING IN VIRGINIA'S JUDICIAL SYSTEM

1. Describe the certified training or experience you have received in Virginia's judicial system. (Minimum 4 hours) Form ADR-1006 (Trainee Evaluation Form) is required from the trainer. If you are a member in good standing of the Virginia State Bar, please provide your bar number.

Course/Hours	Trainer	Location	Date
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SECTION V OBSERVATIONS AND CO-MEDIATIONS

1. a. Observations: Attach Forms ADR-1007 (Verification of Observation) from qualified Mentors attesting to your observations. Please see Section C.3 of the Guidelines for number of observations required.

Case Type: General District, J&DR, Circuit-Civil or Circuit-Family	Date(s) of Observation	Name of Mentor
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or b. Certified Observation Course: Form ADR-1006 (Trainee Evaluation Form) is required from the trainer.

Course/Hours	Trainer	Location	Date
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2. Co-Mediations: Attach Forms ADR-1001 (Mentee Evaluation Form) which must be completed by qualified Mentors and Form ADR-1008 (Mentee Portfolio Form) completed by both Mentors and Mentee. Please see Section C.3 of the Guidelines for type and number of co-mediations required.

Case Type: General District, J&DR, Circuit-Civil or Circuit-Family	Dates of Co-mediations	Hours of Mediation	Name of Mentor
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3. Please enclose a written Memorandum of Agreement/Understanding written by you (for which you served as primary scrivener) for each level of certification you are seeking.

Date of Mediation: _____ Mentor: _____

Date of Mediation: _____ Mentor: _____

4. If you are seeking Juvenile and Domestic Relations District Court or Circuit Court-Family certification, please enclose a child support worksheet completed by you, by hand, using a calculator and the statute.

Date of Mediation: _____ Mentor: _____

SECTION VI RECIPROCITY (If you are currently practicing mediation in another state, please Complete this Section).

1. Please provide evidence of mediation training. Attach copies of outlines, agendas, and letters or certificates of successful completion.

Course/Hours	Trainer	Location	Date
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2. Please provide evidence of successful completion of four hours of training in Virginia’s judicial system. Form ADR-1006 (Trainee Evaluation Form) completed by the trainer is required.

Course/Hours	Trainer	Location	Date
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3. Please provide evidence of at least two hours of education on Virginia’s Standards of Ethics for certified mediators. Form ADR-1006 (Trainee Evaluation Form) completed by the trainer is required.

Course/Hours	Trainer	Location	Date
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4. If you are seeking Juvenile and Domestic Relations District Court or Circuit Court-Family certification, please provide evidence of eight hours of training in screening for and dealing with domestic abuse in the mediation context and also evidence of training in family law, specifically addressing Virginia child and spousal support. Forms ADR-1006 (Trainee Evaluation Form) completed by the trainer are required.

Course/Hours	Trainer	Location	Date
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5. Please provide evidence of number of mediation cases/hours and case types. You may submit letters from clients, court personnel or mediation programs.

6. Please list two references (name, address, and telephone number):

SECTION VII BACKGROUND

1. Have you ever 1) had a disciplinary action related to a profession, including mediation (for example, a professional license suspended or revoked); 2) had any professional privileges curtailed; and/or 3) relinquished a professional privilege or license while under investigation? Yes _____ No _____ If Yes, describe on the lines provided below.

2. Have you ever been convicted of a felony, a misdemeanor (includes reckless and aggressive driving), a traffic violation resulting in suspension or revocation of a driver's license, or a DUI/DWI? Conviction includes guilty or nolo contendere pleas. Yes _____ No _____ If Yes, list on the lines provided below (please included specific code section(s) violated).

2. Please describe the impact, if any, that such conviction(s) could have on your ability to provide mediation services.

SECTION VIII EVALUATION AND CERTIFICATION

I understand that, in court-referred cases, if there is no orientation session provided for the parties by the court, **I will provide an initial orientation session for the parties, and their lawyers if they choose to attend, at no cost to the parties.**

I also understand that I am obligated as a condition of my certification to ensure that Forms ADR-1002 (Evaluation of Mediation Session(s) and Mediator(s)) are provided to all parties referred from the courts.

I also hereby certify that the information provided in this application is true to the best of my knowledge and accurately reflects my qualifications to provide mediation services in cases referred through the court system of the Commonwealth of Virginia. I understand that all information herein is subject to verification.

Signature of Applicant

Date

SECTION IX STATEMENT OF ADHERENCE TO ETHICAL STANDARDS

I hereby certify that I have read the Standards of Ethics and Professional Responsibility for Certified Mediators adopted by the Judicial Council of Virginia effective July 1, 2011 and do swear or affirm that I will abide by those standards.

Signature of Applicant

Date

A \$25.00 check or money order must accompany this application. Please make the check payable to the **Treasurer of Virginia**. Do not send cash.

Please forward this application and your check to:

Dispute Resolution Services
Office of the Executive Secretary
Supreme Court of Virginia
100 N. Ninth Street, Third Floor
Richmond, VA 23219

**If you have any questions or comments, please contact
Dispute Resolution Services, 804-786-6455**