

**OFFICE OF THE EXECUTIVE SECRETARY**

**APPLICATION FOR MEDIATOR RECERTIFICATION**

This application will be considered pursuant to certification criteria established by the Judicial Council of Virginia and without regard to race, color, political affiliation, national origin, handicap, sex or age.

**SECTION I GENERAL INFORMATION Please type or print.**

1. Name: \_\_\_\_\_  
Last First Middle

Business Name (if different from above): \_\_\_\_\_

Primary Address: \_\_\_\_\_  
Street and/or Post Office Box

\_\_\_\_\_ City State Zip Code County

2. Social Security Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

3. Certification Number: \_\_\_\_\_ Date Certified: \_\_\_\_\_

4. Please check the type(s) of recertification for which are applying:

- \_\_\_\_\_ General District Court
- \_\_\_\_\_ Juvenile & Domestic Relations District Court
- \_\_\_\_\_ Circuit Court-Civil
- \_\_\_\_\_ Circuit Court-Family

5. Please list all professional affiliations or activities which you consider relevant to your recertification.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION II CONTINUING EDUCATION/TRAINING**

In each applicable subsection (on page 2), describe the continuing mediation education training you have received since your original certification or your last recertification. Copies of certificates of completion should be attached where possible.

FOR OFFICE USE ONLY

**FORM ADR-1003**  
December 2002

RECERTIFICATION DATE \_\_\_\_\_  
CERTIFICATION NUMBER \_\_\_\_\_

1. General District Court and Circuit Court-Civil Recertification

Please submit evidence of having completed a minimum of eight hours of approved general mediation training/education in the civil (non-family area, including two hours of mediation ethics (record ethics in #3)).

Course/Hours	Trainer	Location	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Juvenile & Domestic Relations District Court and Circuit Court-Family Recertification

Please submit evidence of having completed a minimum of 8 hours of approved mediation training/education in the family area, including two hours of mediation ethics (record ethics in #3).

Course/Hours	Trainer	Location	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

3. Ethics

If you are recertifying under both Items #1 and #2 above, you need only show completion of a combined total of two (2) hours of mediation ethics training.

Course/Hours	Trainer	Location	Date
_____	_____	_____	_____
_____	_____	_____	_____

**SECTION III MEDIATIONS**

1. General District Court and Circuit Court-Civil Recertification

Please provide evidence of having completed a minimum of five complete cases or 15 hours of non-family mediation during the latest period of certification. These cases may be court-referred or privately referred. Evidence may include statements by the mediation program director with whom you have worked, letters from clients, agreement forms, or records kept in the ordinary course of business (time sheets, invoices, etc.).

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_____
_____
_____
_____
_____

2. Juvenile and Domestic Relations District Court and Circuit Court-Family Recertification

Please provide evidence of having completed a minimum of five complete cases or 15 hours of family mediation during the latest period of certification. These cases may be court-referred or privately referred. Evidence may include statements by the mediation program director with whom you have worked, letters from clients, agreement forms, or records kept in the ordinary course of business (time sheets, invoices, etc.).

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**SECTION IV BACKGROUND**

1. Have you ever been convicted of a violation of the law, including moving traffic violations.? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, list on the lines provided below.

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

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**SECTION V 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 understand that I am obligated as a condition of my continuing certification:

(1) to familiarize myself with, and abide by, the Standards of Ethics and Professional Responsibility for Certified Mediators, promulgated by the Judicial Council of Virginia in October 1997; and

(2) to ensure that client evaluation forms are provided to all of my clients 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.

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Signature of Applicant

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Date

Please forward this application to: Department of Dispute Resolution Services, Office of the Executive Secretary, Supreme Court of Virginia, 100 N. Ninth Street, Third Floor, Richmond, Virginia 23219. If you have questions or comments, please call us at (804) 786-6455.

**MEDIATOR RECERTIFICATION REQUIREMENTS**  
**(As Extracted from the Guidelines for the Training and Certification**  
**of Court-Referred Mediators as Adopted by the Judicial**  
**Council of Virginia, Effective January 1, 2000)**

**G. Application for Recertification as a Mediator**

1. Recertification of a mediator will be required every two years on November 1. (Note that the first recertification may come less than two years after initial certification. For example, all mediators certified between November 1, 2003 and October 31, 2004 will be required to be recertified as of November 1, 2005. Their next recertification date would be November 1, 2007.)
2. An applicant for recertification must submit OES Form ADR-1003. This Form will be mailed by OES each year in the Spring to all mediators whose certification will expire on October 31st.
3. General District and Circuit Court-Civil Mediation: An applicant for recertification as a General District or Circuit Court-Civil Mediator must submit evidence of having completed a minimum of five complete cases or 15 hours of mediation during the period of certification. These cases may be court-referred or privately referred. The applicant must also submit evidence of having completed a minimum of eight hours of approved general mediation training/ education, including a minimum of two hours in mediation ethics.
4. Juvenile and Domestic Relations and Circuit Court-Family Mediation: An applicant for recertification as a Juvenile and Domestic Relations District Court or Circuit Court-Family Mediator must submit evidence of having completed a minimum of five complete domestic relations cases or 15 hours of mediation during the period of certification. These cases may be court-referred or privately referred. The applicant must also submit evidence of having completed 8 hours of approved mediation training/education in the family area including two hours of mediation ethics.
5. Applicants for recertification may request approval by the Office of the Executive Secretary of training or education relevant to mediation practice they receive from organizations such as the Association for Conflict Resolution, the American Bar Association Section on Dispute Resolution, the Virginia Mediation Network, appropriate courses sponsored by the Virginia Committee on Continuing Legal Education, and others to meet the requirements for continuing education. Certified training programs (other than basic courses) will also meet these requirements.
6. Applicants who are unable to meet the requirements for number of complete cases or mediation hours may apply for a partial waiver of these requirements, which may be granted at the discretion of the Office of the Executive Secretary based on the individual circumstances of the case. Extensions of time to meet the requirements may also be provided at the discretion of the Office of the Executive Secretary.

7. Client evaluations received by the Office of the Executive Secretary pursuant to Section B.10 of these Guidelines and/or any other written communication concerning the performance of the mediator may also be considered in the recertification process.
8. Notification of recertification shall be made through letter and certificate. A letter denying recertification shall state the grounds for the denial and make reference to the right of the applicant to request reconsideration or an opportunity to be heard by making a written request to the Executive Secretary of the Supreme Court of Virginia within 30 days of receiving notification of denial of recertification. Within 15 days of reconsideration and, if requested, a hearing, the Executive Secretary shall render a final decision on recertification.
9. A mediator denied recertification may reapply for certification after six months from the date of the final denial.
10. Mediators who do not meet the recertification requirements may not hold themselves out as certified mediators, may not Mentor others seeking certification, and may not train others seeking certification.
11. A mediator whose certification has lapsed as a result of not meeting the recertification requirements in a timely manner must reapply for certification. Partial waivers of training and mentorship may be granted on a case by case basis.