

**Maryland Administrative Office of the Courts  
Circuit Court Alternative Dispute Resolution Practitioners**

**Application to be Listed for Designation as a Mediator  
Pursuant to Maryland Rule 17-207**

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**Please file the original or a copy of this application, with supporting documentation, with the clerk of each circuit court from which you are willing and able to accept case referrals.**

**Applicant Information**

Full Name \_\_\_\_\_

Address (home) \_\_\_\_\_

Address (work) \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

Facsimile (home) \_\_\_\_\_ (work) \_\_\_\_\_

Email \_\_\_\_\_

Please indicate the county(s) where you are filing an application: \_\_\_\_\_

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**Areas of Expertise**

Please identify your areas of expertise to help the court to determine what kinds of cases should be referred to you. (Check all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> Custody/Visitation                       | <input type="checkbox"/> Insurance                      |
| <input type="checkbox"/> Marital Property                         | <input type="checkbox"/> Workers Comp                   |
| <input type="checkbox"/> Business/Corporate                       | <input type="checkbox"/> Labor Union/Management         |
| <input type="checkbox"/> Community/Neighborhood Associations      | <input type="checkbox"/> Employment/Workplace – General |
| <input type="checkbox"/> Contracts – General                      | <input type="checkbox"/> Personal Injury – Auto         |
| <input type="checkbox"/> Contracts – Real Estate, Landlord/Tenant | <input type="checkbox"/> Personal Injury – Other        |
| <input type="checkbox"/> Real Estate – General                    | <input type="checkbox"/> Victim-Offender                |
| <input type="checkbox"/> Construction                             | <input type="checkbox"/> Wills/Trusts/Estates           |
| <input type="checkbox"/> Health Care                              |   |
| <input type="checkbox"/> Other: _____                             |   |

**Qualifications**

**(1) Basic Mediation Training**

I am at least 21 years old.

I have completed a 40-hour mediation training program that meets the requirements of Maryland Rule 17-104, including (a) *conflict resolution and mediation theory, including causes of conflict, interest-based versus positional bargaining, and models of conflict resolution;* (b) *mediation skills and techniques, including information gathering skills; communication skills; problem-solving skills; interaction skills; conflict management skills; negotiation techniques; caucusing; cultural, ethnic, and gender issues; and strategies to (1) identify and respond to power imbalances, intimidation, and the presence and effects of domestic violence, and (2) safely terminate a mediation when such action is warranted;* (c) *mediator conduct, including conflicts of interest, confidentiality, neutrality, ethics, and standards of practice;* and (d) *simulations and role-playing, monitored and critiqued by experienced mediator trainers.*

<u>Course Hours</u>	<u>Trainer/Organization</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have mediated or co-mediation at least 2 civil mediation cases.

<u>Name of co-mediator or Self-Conducted</u>	<u>Circuit Court</u>	<u>Case Number</u>	<u>Date of Mediation(s)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**(2) Child Custody Training**

To completed by those applying to be a Child Custody Mediator per MD Rule 9-205 (c)

I am interested in mediating child custody and I have completed a 20-hour family mediation training program that meets the requirements of Rule 9-205(c)(2), including training in (A) *Maryland law relating to separation, divorce, annulment, child custody and visitation, child and spousal support,* (B) *the emotional aspects of separation and divorce on adults and children,* (C) *an introduction to family systems and child development theory;* (D) *the interrelationship of custody, visitation, and child support;* and (E) *if the training program is given after January 1, 2013, strategies to (i) identify and respond to power imbalances, intimidation, and the presence and effects of domestic violence, and (ii) safely terminate a mediation when termination is warranted.*

<u>Course Hours</u>	<u>Trainer/Organization</u>	<u>Date</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Outside of my training, I have co-mediated 8 hours of child access mediation sessions with an individual approved by the county administrative judge, or, in addition to any observations during the training program, I have observed at least 8 hours of such mediation sessions in accordance with Rule 9-205(3).

<u>Name of co-mediator or observed mediator</u>	<u>Circuit Court</u>	<u>Case Number</u>	<u>Date of Mediation(s)</u>
_____			
_____			
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**(3) Marital Property Training**

To be completed by those applying for marital property mediation (Rule 17-205(c)).

I am interested in mediating marital property cases, and I have completed at least 20 hours of skill-based training in mediation of marital economic issues in divorce and annulment cases in accordance with 17-205(c).

<u>Course Hours</u>	<u>Trainer/Organization</u>	<u>Date</u>
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_____		
_____		
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I have mediated or co-mediation at least 2 cases involving marital economic issues.

<u>Name of co-mediator or Self-Conducted</u>	<u>Circuit Court</u>	<u>Case Number</u>	<u>Date of Mediation(s)</u>
_____			
_____			
_____			
_____			

**Ethics, Monitoring, Procedures and Other Requirements (Rule 17-205)**

- I agree to abide by a Code of Ethics approved by the Court of Appeals, to submit to periodic monitoring of court-ordered mediation sessions by a qualified mediator designated by the county administrative judge, and to comply with procedures and requirements prescribed in the court's case management plan filed under Rule 16-202b relating to diligence and quality assurance.
- I am familiar with the rules, statutes, and practices governing mediation in the circuit court.
- I agree to annually complete four hours of continuing mediation-related education in one or more topics set forth in Rule 17-104.
- I am willing to accept a reasonable number of referrals on a reduced fee or pro bono basis upon request by the court.
- I agree to be responsible for finding an appropriate ADA accessible location for mediation sessions that is convenient for the parties, if applicable.

**Other Occupations**

Please list any other occupations that you have or have had that may assist in your performance of duties as a mediator.

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**Professional Affiliations/Community Activities**

Please list any professional affiliations and/or community activities that you consider relevant to your designation as a mediator.

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**Criminal or Disciplinary Actions -- Pending Complaints**

Have you ever been convicted of any crime in Maryland or elsewhere other than a minor traffic violation? If so, please provide details including the conviction date, the location and name of the court, the offense, and the sentence imposed.

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Are there currently any criminal charges pending against you in Maryland or elsewhere other than minor traffic violations? If so, please provide details including the date of the alleged incident, the location and name of the court and the alleged offense.

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Have you ever been disciplined by any court, administrative agency, Bar Association, or other disciplinary committee, agency or group in Maryland or elsewhere for unethical conduct or for the violation of any Code of Ethics? If so, please provide details including the date, the disciplinary body, the conduct at issue and the disciplinary action taken.

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Are there any complaints or charges currently pending against you by any court, administrative agency, Bar Association, or other disciplinary committee, agency or group in Maryland or elsewhere for unethical conduct or for the violation of any Code of Ethics? If so, please provide details including relevant dates, the conduct at issue and the disciplinary body involved.

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## **Required documentation — Checklist**

I have attached the following, as applicable:

- A copy of my driver's license, state identification card, passport or other official signed photo identification as proof that I am at least 21 years old.
- A copy of a certificate or other proof documenting my completion of at least 40 hours of basic mediation training that meets the requirements of Maryland Rule 17-104.
- Proof that I have mediated or co-mediated at least 2 civil mediation cases in accordance with Maryland Rule 17-205(a).
- A copy of a certificate or other proof documenting my completion of at least an additional 20 hours of child custody and visitation mediation training that meets the requirements of Maryland Rule 9-205(2) (required only for child custody and visitation mediation).
- Proof that I have co-mediated 8 hours of child access mediation sessions with an individual approved by the county administrative judge, or, in addition to any observations during the training program, I have observed at least 8 hours of such mediation sessions in accordance with Rule 9-205(3) (required only for child custody and visitation mediation).
- A copy of a certificate or other proof documenting my completion of at least an additional 20 hours of training in economic issues in divorce or annulment cases that meets the requirements of Maryland Rule 17-205(c) (required only for marital property mediation).
- Proof that I have mediated or co-mediated at least 2 mediations involving marital economic issues in accordance with Maryland Rule 17-205(c) (required only for marital property mediation).
- A copy of my resume, references, and/or other information to support my application as a mediator (optional).

I hereby represent that all information provided by me in this application is true and correct:

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Being listed for designation as a mediator does not guarantee that you will receive any case referrals from the circuit court nor does it establish court employee status for mediators. Please read Maryland Rules 17-101 through 17-207 containing circuit court Rules applicable to alternative dispute resolution and to being listed for designation as a mediator. For those applying for child custody and visitation mediation, in addition to the above, please read Maryland Rule 9-205. For those applying for marital property mediation, in addition to the above, please read Maryland Rule 17-205.