

FOR OFFICE USE ONLY

Received:
Responded:
MPME Status:



Type: MED SC
Other: CMM ESQ ARB
LOCATIONS:

DISTRICT COURT OF MARYLAND
Alternative Dispute Resolution (ADR) Office
Volunteer Mediator and Settlement Conference Neutral Application

Please mail or fax your completed application with supporting documentation to:

District Court of Maryland
Alternative Dispute Resolution (ADR) Office
251 Rowe Blvd., Suite 307
Annapolis, MD 21401
Phone: 410-260-1676
Fax: 410-260-3536

I. Applicant Information: Please print. only your preferred contact information.

Full Name
Address (Home)
Address (Work)
Telephone (Home) (Work)
Facsimile (Home) (Work)
E-mail Address
Date of Birth (Month/Day)

II. Volunteer Opportunity for which I am applying (please check all that apply):

Mediator
Settlement Conference Neutral

III. I am interested in providing ADR services in the following District Courts of Maryland: (Check all that apply.)

- Allegany* Cecil* Prince George's (Hyattsville)*
Anne Arundel (Annapolis) Charles Prince's George's (Upper Marlboro)
Anne Arundel (Glen Burnie) Dorchester* Queen Anne's*
Baltimore City (Fayette & Gay) Frederick Saint Mary's
Baltimore County (Catonsville) Garrett* Somerset*
Baltimore County (Essex)* Harford Talbot*
Baltimore County (Towson) Howard Washington*
Calvert Kent* Wicomico*
Carroll Montgomery (Rockville) Worcester*
Caroline* Montgomery (Silver Spring)

*Currently volunteer opportunities are undeveloped in these locations, however, you will be contacted once the ADR programs are implemented.

IV. Multilingual. Are you multilingual? No Yes If so, please list proficient languages only:

V. Licensed Practitioner. Are you currently a practicing attorney, psychologist or social worker? No Yes

If so, please identify which profession:

Also, please provide the state, court or jurisdiction(s) where you are licensed to practice:

VI. Alternative Dispute Resolution Experience.

Please describe your ADR experience including the **type of ADR service provided** (mediation, arbitration, neutral case evaluation, neutral fact-finding, settlement conferences, etc.), the **case type** (e.g., contract, personal injury), the **number of cases** that you have handled **in the last twelve months** and the **organization** (or private practice) where you received this experience.

<u>ADR Service</u>	<u>Case Types</u>	<u>Number of Cases</u>	<u>Organization</u>

VII. Alternative Dispute Resolution Training.

Describe all ADR training you have received. Please attach a copy of any certificates received **and** training outlines.

<u>Course Title</u>	<u># of hours</u>	<u>Trainer and Organization</u>	<u>Location</u>	<u>Date</u>

VIII. Formal Education

Institution	City/State	Dates Attended	Degree & Date of Issue	Major

IX. Professional Affiliations/Community Activities

List any professional affiliations and/or community activities in which you participate that you consider relevant. (Include bar associations and professional membership organizations).

<u>Organization</u>	<u>Position</u>	<u>To/From Dates</u>

X. MEDIATOR APPLICANTS (Settlement Conference Applicants - Skip to Page 4)

If you have received the 40-hour basic mediation training and are applying to become a volunteer mediator with our program, please answer the following questions.

- A. I have been a mediator since (year)
- B. I have mediated (#) disputes since becoming a mediator.
- C. I have mediated (#) disputes in the past twelve months.
- D. I have observed (#) mediation sessions, not as co-mediator or participant, in the past twelve months.

Please identify the mediation model(s) in which you were trained, according to the trainer's outline and definition of mediation. For example: transformative; facilitative; evaluative; narrative, etc.

The District Court of Maryland ADR Office uses the Facilitative or Transformative approach to mediation. Which model will you use?

- Facilitative
- Transformative

In about 50 words, please describe your mediation style: (you may write in your response here, or use a separate sheet of paper and note the attachment here.)

The District Court of Maryland ADR Office **requires** all roster mediators to become a member of the Maryland Program for Mediator Excellence (MPME) **and to adhere** to all membership requirements of the MPME. *There is no cost associated with joining the MPME. If you have concerns about joining the MPME, please indicate your concerns below and we will take them into consideration.*

..... (Please Initial) I agree to become a member of the MPME and adhere to the membership requirements of the MPME (Required)

..... (Please initial.) I am not joining the MPME at this time. My concerns are:

PLEASE PROVIDE SUBSTANTIVE WRITTEN RESPONSES TO QUESTIONS M-1 to M-4. Use you own paper to respond.

Applications received without written responses to the following questions may be disregarded.

- M-1.** In your opinion, what are three hallmarks of mediation?
- M-2.** Please describe the types of disputes, if any, you have mediated in the past three years.
- M-3.** In your own words, how do you describe the mediation process to disputants?
- M-4.** If you have ever been faced with an ethical dilemma as a mediator, please briefly describe that situation and how it was resolved.

XI. SETTLEMENT CONFERENCING APPLICANTS (Mediator Applicants - Proceed to Page 5 after completing Page 3)

If you are applying to become a settlement conference neutral with our program please provide responses to the following questions. *(Check all that apply)*

I am a: practicing attorney retired attorney retired judge
 attorney - not actively practicing

***Please note that the District Court ADR Office differentiates between mediation and settlement conferences. If you are serving as a settlement conference neutral, you may not call that process "mediation," nor should you call yourself a mediator while in the role of conducting a settlement conference.**

Number of years as a practicing attorney:.....

Number of years as a judge:.....

Please indicate your area(s) of concentration/practice. (Please check **all** that apply).

- | | |
|--|---|
| <input type="checkbox"/> Business/Corporate/Commercial | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Community/Neighborhood Associations | <input type="checkbox"/> Intellectual Property |
| <input type="checkbox"/> Consumer | <input type="checkbox"/> Land Use |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Landlord/Tenant |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Peace Order |
| <input type="checkbox"/> Criminal | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Elder Law | <input type="checkbox"/> Personal Property (Replevin/Detinue) |
| <input type="checkbox"/> Employment/Workplace | <input type="checkbox"/> Other |
| <input type="checkbox"/> Environmental | |
| <input type="checkbox"/> Family (divorce, custody, property) | |
| <input type="checkbox"/> Health Care | |

Please identify the approximate percentage of your practice in the following venues:

..... % in the District Court of Maryland % in any of the Circuit Courts in Maryland
..... % in Federal Court % Other

Of those cases filed in the **District Court of Maryland**, please identify the percentage of the type(s) of cases:

..... % Contract % Replevin/Detinue % Landlord/Tenant % Peace Order
..... % Tort % Other:

PLEASE PROVIDE SUBSTANTIVE WRITTEN RESPONSES TO QUESTIONS SC-1 to SC-2. Use you own paper to respond.

Applications received without written responses to the following questions may be disregarded.

SC-1. Describe your experience in settlement negotiation. In particular, how does your experience reflect why you should be selected to serve as a Settlement Conference Neutral for the District Court of Maryland?

SC-2. Describe you level of involvement with cases in which you represented litigants in the District Court of Maryland, if applicable.

SC-3. If you ever been faced with an ethical dilemma while serving as a neutral, please briefly describe that situation and how it was resolved.

ALL APPLICANTS MUST PROVIDE RESPONSE TO THE REMAINING QUESTIONS AND SIGN AND DATE THE APPLICATION.

XII. Ethics and Professionalism

Ethics, Monitoring and Other Requirements.

I agree to abide by any Code of Ethics approved by the Court of Appeals, to submit to periodic monitoring of court-connected ADR proceedings by a qualified person designated by the District Court of Maryland ADR Office, and to comply with the procedures and requirements prescribed by the District Court of Maryland ADR Office. *(Required)*

Yes No _____ (Please Initial)

Current or Pending Disciplinary Actions.

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 the name of the court and the alleged offense. *Use additional Paper to provide an explanation.*

Yes No _____ (Please Initial)

Criminal Convictions.

Have you ever been convicted of any crime in Maryland or elsewhere other than a minor traffic violation? If so, please provide the details including the conviction date, the location and name of the court, the offense and the sentence imposed. *Use additional paper to provide this information. Criminal convictions are not an automatic bar to this program.*

Yes No _____ (Please Initial)

Ethics.

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. *Use additional paper to provide this explanation.*

Yes No _____ (Please Initial)

Directory

The District Court of Maryland is considering publishing a statewide directory of the District Court of Maryland ADR volunteers, either in hard copy, web-based, or both. It will list the volunteer's name, address, phone number, fax number, and email address. Would you be interested in being listed in this directory? (There is no charge to be listed and only current and active volunteers will be listed.)

Yes No

XIV. What do you hope to accomplish as a District Court mediator or settlement conference volunteer?

Furnish any additional information which you consider pertinent, or set forth any facts which you feel may qualify you as an ADR volunteer.

I agree to the following and hereby represent that all information provided by me in this application is true and correct. I understand that while volunteering for the District Court of Maryland, I may hear, observe, or collect information of a confidential or sensitive nature and this information is not to be shared in any manner with anyone outside of the District Court of Maryland ADR Office.

..... Signature of Applicant Date

In case of emergency, please contact: (Name)

Relationship: Phone Number:

Note: Completed PDF cannot be saved unless you have appropriate software; fill in pdf, then print completed application. Fax completed application to ADR.