

**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 17-107***

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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) \_\_\_\_\_  
E-Mail Address \_\_\_\_\_

I am interested in mediating cases from the following circuit courts:

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> Allegany         | <input type="checkbox"/> Charles    | <input type="checkbox"/> Prince George's |
| <input type="checkbox"/> Anne Arundel     | <input type="checkbox"/> Dorchester | <input type="checkbox"/> Queen Anne's    |
| <input type="checkbox"/> Baltimore City   | <input type="checkbox"/> Frederick  | <input type="checkbox"/> Saint Mary's    |
| <input type="checkbox"/> Baltimore County | <input type="checkbox"/> Garrett    | <input type="checkbox"/> Somerset        |
| <input type="checkbox"/> Calvert          | <input type="checkbox"/> Harford    | <input type="checkbox"/> Talbot          |
| <input type="checkbox"/> Carroll          | <input type="checkbox"/> Howard     | <input type="checkbox"/> Washington      |
| <input type="checkbox"/> Caroline         | <input type="checkbox"/> Kent       | <input type="checkbox"/> Wicomico        |
| <input type="checkbox"/> Cecil            | <input type="checkbox"/> Montgomery | <input type="checkbox"/> Worcester       |

Please describe the types of disputes you have mediated, and the number of cases that you have handled within the past twelve months. Also, indicate the approximate percentage of each which was court referred. Mediation as defined in Maryland Rule 17-102(d) does not include arbitration, neutral case evaluation or any other form of ADR.

<u>Case Type (e.g., divorce, child custody)</u>	<u>Number of Cases</u>	<u>% Court-Referred</u>

Please identify any other expertise you have that may help the court to determine what kinds of cases should be referred to you. (Check all that apply.)

- Business/Corporate
- Community/Neighborhood Associations
- Contracts
- Divorce/Marital Property
- Family Services/Child Custody and Visitation
- Employment/Workplace
- Labor Union/Management
- Health Care
- Insurance
- Personal Injury
- Victim-Offender Mediation
- Other: \_\_\_\_\_

**Qualifications**

**(1) Age Requirement**

\_\_\_\_\_ I am at least 21 years old.

**(2) Education**

Please list colleges, universities and other higher education institutions attended and degrees attained:

<u>Institution</u>	<u>City/State</u>	<u>Dates Attended</u> <u>From</u> _____ <u>To</u> _____	<u>Degree</u> <u>Attained</u>	<u>Major</u>

or

\_\_\_\_\_ I request that the court waive the bachelor's degree requirement in connection with particular actions. To support this request, attached is additional information outlining why my mediation experience, work history, and/or community activities make me uniquely qualified to handle particular types of circuit court cases.

**(3) Mediation Training**

\_\_\_\_\_ I have completed a 40-hour mediation training program that meets the requirements of Maryland Rule 17-106(a), including training in (1) conflict resolution and mediation theory, (2) mediation skills and techniques, (3) mediator conduct, (4) rules, statutes and practice governing circuit court mediation, and (5) simulations and role-playing.

Please describe the mediation training you have received.

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

**Additional Training for Child Custody and Visitation Mediators**

\_\_\_\_\_ I am interested in mediating child custody and visitation cases, meet all of the general mediator qualifications, and, in addition to the 40-hour mediation training program required by 17-106(a), I have completed a 20-hour family mediation training program that meets the requirements of Rule 17-106(b), including training in (1) Maryland law relating to separation, divorce, annulment, child custody and visitation, child and spousal support, (2) the emotional aspects of separation and divorce on adults and children, (3) screening for and addressing domestic violence, (4) family systems and child development theory, and (5) the inter-relationship of custody and child support.

\_\_\_\_\_ Outside of my training, I have observed two or more custody or visitation mediation sessions conducted by a person approved by the county administrative judge, or I have conducted two or more custody or visitation mediation sessions for cases in Maryland circuit courts.

Please describe the family mediation training that you have received.

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

Please list the circuit courts that have had custody or visitation cases in which you have observed or conducted mediation sessions.

<u>Name of Mediator Observed or Self-Conducted</u>	<u>Circuit Court</u>	<u>Number of cases</u>	<u>Time period</u>

**(4) Ethics, Monitoring, Procedures and Other Requirements**

\_\_\_\_\_ 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 reasonable procedures and requirements prescribed in the court's case management plan relating to diligence and quality assurance.

\_\_\_\_\_ 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 (if necessary, ADA accessible) location for mediation sessions that is convenient for the parties.

**(5) 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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**(6) 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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**(7) Criminal or Disciplinary Actions -- Pending Complaints**

- a) 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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- b) 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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- c) 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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- d) 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:

- \_\_\_\_\_ 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.
- \_\_\_\_\_ Proof that I have at least a bachelor's degree, or documentation supporting my request for this requirement to be waived in connection with particular actions.
- \_\_\_\_\_ A copy of a certificate or other proof documenting my completion of at least 40 hours of mediation training that meets the requirements of Maryland Rule 17-106(a).
- \_\_\_\_\_ A copy of a certificate or other proof documenting my completion of at least an additional 20 hours of family mediation training that meets the requirements of Maryland Rule 17-106(b) (required only for child custody and visitation mediation referrals).
- \_\_\_\_\_ Proof that, outside of my training, I have observed two or more custody or visitation mediation sessions conducted by a person approved by the county administrative judge (required only for child custody and visitation mediation referrals), or that I have conducted two or more custody or visitation mediation sessions for cases in Maryland's circuit courts.
- \_\_\_\_\_ 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:** \_\_\_\_\_  
(Applicant)

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 17-108 containing circuit court Rules applicable to alternative dispute resolution and to being listed for designation as a mediator.