

**Utah Court Mediation Roster
Application Materials**

Name: _____

Please fill out the attached application. The complete application should include the following documents and attachments:

- Application for Utah Court Mediation Roster, *with the following attachments:*
 - A copy of applicant's Basic Mediation Training Certificate
 - Ten Hour Mediation Observation Log (included in this packet)
 - Ten Hour Mediator Experience Log (included in this packet)

- Information for the Public Court Roster, *with the following attachment:*
 - 100 word, typed professional biography

- Areas of Expertise

- Utah Court Roster Ethical Statement

If you are also applying to be on the Divorce Roster, please fill out the additional application found at (http://www.utcourts.gov/mediation/application/docs/Divorce_Roster.pdf)

Please send the completed application with attachments to:

Roster Coordinator

c/o ADR Department
Administrative Office of the Courts
PO Box 140241
Salt Lake City UT 84114-0241

email: adrreports@utcourts.gov

Please note:

When your application is received you will be notified. Applications are processed quarterly. After your paperwork is approved, the ADR office will send you the information needed to complete the ethical exam on line, as well as a form to authorize a criminal background investigation. You will not be added to the Roster until you have successfully completed the ethical exam and passed the criminal background check.

Application for the Utah Court Mediation Roster

(For ADR office use only)

Name _____

Address _____

Office Phone Number _____ Personal Phone Number _____

Email Address _____

Describe where and when you completed 40 hours of formal mediation training, **and include a copy of the certificate of training.** (training must be court approved, see http://www.utcourts.gov/mediation/provider/approved_training.html)

Please document the required mediation experience by filling out the **attached Mediation Observation and Mediator Experience Logs.**

What is your educational background?

What is your current profession and place of employment?

Please include the address and a description of the facility at which you will be conducting mediations.

Circle the judicial districts you are willing to provide services in: 1st 2nd 3rd 4th 5th 6th 7th 8th

As a court qualified ADR provider, I agree to re-qualify annually to maintain my listing on the court roster. At the end of each calendar year, I agree to complete re-qualification report forms provided by the ADR Office.

This report shall include the following information:

How I completed 6 hours of dispute resolution training during the year (including dates, training title and number of hours);

Confirming statement that I have completed at least 6 mediation sessions or conducted at least 24 hours of mediation during the year;

Dates of at least 3 pro bono mediation sessions;

As well as, the total number and type of all mediation sessions completed each year, including the settlement status.

I also agree to keep the Court ADR office informed of any changes to my roster information provided in this application.

Signature of Applicant

Date

Name _____

TEN HOUR MEDIATION OBSERVATION LOG

_____ (You must observe a court rostered mediator. A list can be found at http://www.utcourts.gov/mediation/roster/list_med.asp)

Date of Observation	Type of Mediation	Case Name and/or Number	Length of Observation	Location of Observation	Name of Court Rostered Mediator	Phone # of Court Rostered Mediator
TOTAL			Must equal 10 → _____			

Name _____

TEN HOUR MEDIATOR EXPERIENCE LOG

Ten hours of experience as a mediator must be one of the following or a combination of the following:

- * Co-Mediating with a Court Rostered Mediator
- * Mediating by Yourself
- * Co-Mediating with Another Mediator in Training (both having recently attended a court-approved basic mediation training) at a Court Sponsored Volunteer Mediation Program (must include debriefing afterward for both co-mediators with the Volunteer Mediation Program Coordinator)

Date of Mediation	Type of Mediation	Case Name and/or number	Length of Mediation	Location of Mediation	Name of Court Rostered Mediator, Co-Mediator or Designate Mediated By Self	Phone # of Court Rostered Mediator or Co-Mediator
TOTAL			Must equal 10 → _____			

Information for the Public Court Roster

This information may be amended at any time by sending changes to
Roster Coordinator, adrreports@utcourts.gov

please keep your information current

Please list your contact information as you would like it to appear on the public court roster;

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Please provide a *one paragraph, typed professional biography on a plain white sheet of paper*. Include your mediation training, experience, and areas of expertise. This will be the biographical sketch included on the Utah Court Roster so please *limit it to no more than 100 words*, excluding your name and address.

Maximum Fee per hour:

Judicial Districts served:

Fees for Travel:

AREAS OF EXPERTISE

NAME: _____

(please print)

Please indicate the areas in which you have acquired experience and expertise.

- | | |
|---|--|
| <input type="checkbox"/> Business | <input type="checkbox"/> Family (excluding new divorces and probate matters) |
| <input type="checkbox"/> Civil Rights | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Landlord/Tenant |
| <input type="checkbox"/> Community | <input type="checkbox"/> Malpractice |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Neighborhood |
| <input type="checkbox"/> Contract | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Divorce (must have completed an additional 32 hours of formal domestic mediation training and a mentorship) | <input type="checkbox"/> Probate |
| <input type="checkbox"/> Education | <input type="checkbox"/> Property |
| <input type="checkbox"/> Employment/Labor | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Small Claims |
| | <input type="checkbox"/> Trademark |

If you are **fluent and able to conduct mediation** in a language other than English, please

list the language(s): _____

