

## 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

Please send the completed application with attachments to:

Roster Coordinator

**email: [adrreports@utcourts.gov](mailto:adrreports@utcourts.gov)**

or by US Mail

**Roster Coordinator  
c/o ADR Department, Administrative Office of the Court  
PO Box 140241  
Salt Lake City UT 84114-0241**

### **Please Note:**

When your application is received you will be notified. Applications are processed quarterly. After your initial application is considered complete, the ADR office will send you the information needed to complete the ethical exam online, 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:  
<https://www.utcourts.gov/en/about/miscellaneous/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.

*As a court-qualified ADR provider, I agree to requalify annually to maintain my listing on the court roster. At the end of each fiscal year, I agree to complete requalification 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.*

*Confirming statement that I have completed the yearly pro bono requirements.*

*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

(A list of court rostered mediators can be found at <https://www.utcourts.gov/en/about/miscellaneous/mediation/roster/expertise.html>

You must OBSERVE a Utah Court-rostered mediator and at least 4 different/unique cases (different parties)

Observation cases must be done before experience cases

Date of Observation	Case Type	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

**You must MEDIATE/CO-MEDIATE at least 4 different/unique cases (i.e. different parties)**

**Observation cases must be completed first**

Ten hours 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 Non-Court Rostered Mediator (both having attended a court-approved Basic Mediation Training) including a mandatory debriefing for both co-mediators with a supervising court-rostered primary trainer.

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

## Information for the Public Court Roster

***Please Keep Your Information Current; information may be amended at any time by sending changes to Roster Coordinator, [adrreports@utcourts.gov](mailto:adrreports@utcourts.gov)***

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: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Please provide a ***100-word maximum, typed professional biography in a separate document.*** Include your mediation training, experience, and areas of expertise. This will be the biographical sketch included on the Utah Court Roster.

Maximum Fee per hour (required)\*:

Judicial Districts served in person:

Judicial Districts served- via virtual platform:

Fees for Travel:

\*Any time you change your fees, please notify the Roster Coordinator as soon as possible ([adrreports@utcourts.gov](mailto:adrreports@utcourts.gov)).

## 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 ( <b>must have completed an additional 32 hours of formal domestic mediation training and a mentorship</b> ) | <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 a mediation in a language other than English, please list the language(s): \_\_\_\_\_

**\*Please note, the mediator cannot act as an interpreter during the mediation. If mediating in a language other than English, all parties and counsel must be fluent in that language.**

## UTAH COURT ROSTER ETHICAL STATEMENT

Pursuant to Utah Code of Judicial Administration (UCJA) Rule 4-510.03, to be qualified for the court roster an ADR Provider must:

“be of good moral character in that the provider has not been convicted of a felony, a misdemeanor involving moral turpitude, or any other serious crime, and has not received professional sanctions that, when considered in light of the duties and responsibilities of an ADR provider, is determined by the Director to indicate that the best interests of the public are not served by including the provider on the roster.”

1.     ☐     **I have**  
       ☐     **I have not**  
                  ..... **been convicted of a felony.**

Comments: \_\_\_\_\_  
\_\_\_\_\_ (over)

2.     ☐     **I have**  
       ☐     **I have not**  
                  ..... **been convicted of a misdemeanor involving moral turpitude,**  
                  **or any other serious crime.**

Comments: \_\_\_\_\_  
\_\_\_\_\_ (over)

3.     ☐     **I have**  
       ☐     **I have not**  
                  .....**received professional sanctions.**

Comments: \_\_\_\_\_  
\_\_\_\_\_ (over)

**I certify under penalty of perjury that this is a correct reporting of my legal and professional records.**

Signature\*

Date

Print Name

\_\_\_\_\_  
\*Not a typed signature

\_\_\_\_\_

\_\_\_\_\_