

NEUTRAL APPLICATION FORMS - GENERAL ADR

OVERVIEW

Applications to be court-approved neutrals are generally used for two purposes: to collect information about the applicant in order to determine if they meet the criteria for approval or certification, and to provide information to parties about the applicant's expertise, knowledge, and approach to mediation so that they can make an informed decision about what mediator to select. Relevant portions of the forms are often made available to parties and judges to facilitate this decision.

The best forms ask about the applicant's: training, including who did the training, number of hours and, if necessary, the content; professional background; approach to mediation (if applicable); and what their practice has been – whether as attorney or other professional. The best forms also are formatted so as to be easily understood and simple for the applicant to fill out.

GOOD EXAMPLES

Application for Appointment to Alternative Dispute Resolution (ADR) Panel – Los Angeles Superior Court

The Los Angeles Superior Court deserves kudos for coming up with an application form that is at once both comprehensive and conceptually simple. It does a good job of mixing questions requiring short answers and descriptive responses by relying on attachments to provide more complicated information, such as ADR work style, which may be too much for some of those looking for the appropriate mediator to trudge through.

Courts using this form as a model may want to use larger type and a little more space to make the form as easy to read as possible.

Neutral Registration Application – Georgia

The application is straightforward and easy to understand. It is a good example of how to deal with applicants who have varying backgrounds and with the requirement of observations and co-mediations.

One type of question to consider when a court is adapting a form like this is open-ended question, like the one that asks what "area of expertise" the mediator has. The form does not quantify what "area of expertise" means; therefore, applicants with the same experience may answer differently, with some saying they are "experts" in an area and others not claiming that distinction. If a court only wants to know what the applicants are claiming, that question will suffice. However, if a court wants the mediators to promote themselves or list themselves as having particular types of expertise, the court will want to standardize how neutrals respond and may decide to collect information to support the claims.

Los Angeles Superior Court Application for Appointment to Alternative Dispute Resolution (ADR) Panel

Name: (Mr./Ms./Mrs./Dr.) _____
 Current Occupation: _____ Employed by (Firm/Office Name): _____
 Mailing Address: _____ Suite: _____ City: _____ State: _____ Zip: _____
 Phone: _____ Fax: _____ E-Mail Address: _____
 Home Phone*(optional): _____ Cell Phone*(optional): _____ Private Fees: _____ per hour

PANEL REQUEST:

Check all panels for which you are applying: Mediator Arbitrator Settlement Officer
 I wish to receive referrals of the following type: Unlimited Jurisdiction Limited Jurisdiction
 Please provide me with _____ ADR case referrals per month.
 For the ADR conferences, I prefer to use: Court facilities My private facilities Facilities of one of the parties' counsel
 On occasion I can accept cases on short notice.
 I would like to act as a mentor for new panel members.

EDUCATION:

Dates (from-to)	College/University	Degree Obtained

LEGAL EXPERIENCE:

Are you actively engaged in the practice of law at this time? Yes No
 Number of years experience:
 Total active litigation _____ Simple case litigation _____ Complex case litigation _____
 Both Plaintiff and Defense _____ Plaintiff representation _____ Defense representation _____

PROFESSIONAL LICENSES:

Type of License	Date Obtained	License/Bar Number	Status (active/inactive)

Please attach a summary of your professional history limited to 600 characters, including punctuation and spaces.
 Has your license to practice law in California, or any other state, ever been suspended or revoked? Yes No Not applicable
 If yes, please attach a full explanation, including date(s) of suspension or revocation and date(s) of reinstatement.
 Have any other professional license(s) been suspended or revoked? Yes No
 If yes, please attach a full explanation, including date(s) of suspension or revocation and date(s) of reinstatement.
 Have you ever had any disciplinary actions taken against you by any state, federal or professional licensing board/agency? Yes No
 If yes, please attach a full explanation for each action including nature of offense, date of disciplinary action, length of sentence and/or probation and amount of restitution, if any.
 Have you ever been convicted of a felony or misdemeanor? Yes No
 If yes, please attach a listing of all convictions since your 18th birthday including offense, date and place of conviction and sentence, and date of release from custody and/or probation/parole. Driving under the influence must be reported.

Criminal or disciplinary actions will not automatically bar you from inclusion in the program. Each case is considered individually. However, failure to list criminal convictions or professional disciplinary actions taken against you will result in automatic removal from the program.

ADR TRAINING/EXPERIENCE:

Organization	Course Title	Hours	Date

Number of years experience as: Mediator _____ Arbitrator _____ Settlement Officer _____
 Are you currently or have you ever been on the Court ADR Panel? Yes No If yes, indicate dates of service (from-to): _____
 ADR Work Style: Transformative Facilitative Evaluative
 Please attach a description of ADR style and requirements limited to 600 characters, including punctuation and spaces.
 Do you require participants to submit a brief? Yes No
 If yes, please attach a description of format and requirements limited to 600 characters, including punctuation and spaces.

AFFILIATION WITH OTHER DISPUTE RESOLUTION ORGANIZATIONS/AGENCIES:

Name of Provider Organization	Nature of Affiliation	No. of Years Affiliated

ADR AWARDS:

ADR PUBLICATIONS:

LANGUAGE/BICULTURAL CAPABILITIES:

Are you bi/multilingual? Yes No If yes, which language(s)? _____

Are you fluent? Yes No Written? Yes No Bicultural capabilities? _____

NUMBER OF ADR PROCEEDINGS HANDLED:

Check box for cases accepted	EXPERTISE	MED	ARB	SET. CON.
<input type="checkbox"/>	Bankruptcy			
<input type="checkbox"/>	Business/Corporate			
<input type="checkbox"/>	Civil Rights			
<input type="checkbox"/>	Collections			
<input type="checkbox"/>	Commercial			
<input type="checkbox"/>	Construction			
<input type="checkbox"/>	Contract/Breach			
<input type="checkbox"/>	Elder Law			
<input type="checkbox"/>	Eminent Domain			
<input type="checkbox"/>	Emp. - Discrimination			
<input type="checkbox"/>	Harassment			
<input type="checkbox"/>	Termination			
<input type="checkbox"/>	Entertainment			
<input type="checkbox"/>	Environmental			
<input type="checkbox"/>	Fraud			
<input type="checkbox"/>	False Imprisonment			
<input type="checkbox"/>	Family Law			
<input type="checkbox"/>	General Civil			
<input type="checkbox"/>	Health Care			
<input type="checkbox"/>	Homeowners Assoc.			
<input type="checkbox"/>	Immigration			
<input type="checkbox"/>	Insurance Coverage			
<input type="checkbox"/>	Intellectual Property			
<input type="checkbox"/>	Juvenile			
<input type="checkbox"/>	Labor			
<input type="checkbox"/>	Landlord-Tenant			
<input type="checkbox"/>	Legal Malpractice			
<input type="checkbox"/>	Maritime			
<input type="checkbox"/>	Medical Malpractice			
<input type="checkbox"/>	Partnership			
<input type="checkbox"/>	Personal Injury - Auto			
<input type="checkbox"/>	Other			
<input type="checkbox"/>	Premises Liability			
<input type="checkbox"/>	Probate & Trust			
<input type="checkbox"/>	Product Liability			
<input type="checkbox"/>	Property Liability			
<input type="checkbox"/>	Real Property/Real Estate			
<input type="checkbox"/>	Securities			
<input type="checkbox"/>	Tax			
<input type="checkbox"/>	Toxic Torts			
<input type="checkbox"/>	Trademarks/secrets			
<input type="checkbox"/>	Unfair Competition			
<input type="checkbox"/>	Wrongful Death			

Other: _____

AFFIRMATION:

I, _____, hereby accept my appointment to the LASC ADR panel and agree to serve as prescribed in CCP 1141.10-1141.32, CRC 3.810-3.830, abide by Evidence Code, CCP 1775, Rules of Conduct for Mediators CRC 3.850-3.868, and CRC 3.870-3.878. I will use my best effort to discover and disclose to the parties any conflict of interest or potential conflict I may have. I will provide 3 hours hearing time per case without compensation and understand that any party may terminate the sessions after 3 hours. If the matter has not been resolved in 3 hours, I shall terminate the proceedings unless I wish to provide further service for free. If upon termination of the free services, all parties, at their initiative, request in writing a continuation of the session, and expressly agree to pay for further services, I may continue for such fee as is mutually agreed upon. I understand that a violation of the above policy will result in my being removed from the panel.

I declare under penalty of perjury that the foregoing is true and correct.

Signature: _____

Dated: _____

Please return this form to:

**Alternative Dispute Resolution Office
Los Angeles Superior Court
111 N. Hill Street, Room 113
Los Angeles, CA 90012**

***CONFIDENTIAL – FOR OFFICE USE ONLY**

Social Security No.: _____
(To be used as your Personal ID number)

As required by the terms of our funding, please provide the following information for statistical purposes only:

Gender: Male Female

Ethnicity: _____

Date of birth: _____



GEORGIA OFFICE OF DISPUTE RESOLUTION
244 WASHINGTON STREET, S.W., SUITE 300
ATLANTA, GEORGIA 30334-5900
404-463-3788 FAX: 404-463-3790 WEB: www.godr.org
E-MAIL: gaodr@gasupreme.us

NEUTRAL REGISTRATION APPLICATION

General Information about Registration

This registration form is to be completed by mediators, arbitrators, and case evaluators working in court-connected ADR programs in Georgia. All neutrals working in court programs must be registered with the Georgia Office of Dispute Resolution. Neutrals working privately in the state may also register if they meet the requirements for completion of this application.

You will be notified of your registration status approximately three to six weeks after receipt of your completed application. **Registration will be granted for up to a two-year period at which time you will have to renew your registration.** Your first two-year registration cycle will begin on the date you are approved for registration as a neutral and will end at midnight, December 31st of the following year unless your initial registration is approved in December of any year. For example, a person applying during 2007, prior to December, must renew his/her registration by December 31, 2008. If your initial registration is approved in December of any year, your first registration cycle will extend until midnight, December 31st two years later. A registration renewal notice will be sent to all registered neutrals prior to the expiration date of their current registration.

The Georgia Office of Dispute Resolution provides neither ADR services nor referrals to registered neutrals. The Georgia Office of Dispute Resolution does not forward your registration application to the individual court ADR programs. To serve as a neutral in one of these programs you must contact the local program and apply directly to the local program.

State registration does not necessarily imply local registration. The state requirements are threshold requirements. Local programs may adopt standards which exceed the state standards. The fact that one has completed a state-approved program does not automatically qualify one to serve as a neutral in any particular local program.

The Georgia Office of Dispute Resolution provides a public listing of the name, registration number, registration categories and re-registration date for all registered neutrals on our website at www.godr.org. If you want additional contact information to be available on the public listing, you may choose to include it by checking the appropriate publish option on the application. Whether or not you give permission to post any optional information on the web site listing of neutrals, the Georgia Office of Dispute Resolution furnishes names, addresses, telephone numbers, registration/expertise/language fluency information to the public upon request.

A mediator from another state who (1) has received training which meets that state's qualifications and, at the discretion of the director, has had substantially similar training to that approved in Georgia, (2) has mediated for one year, (3) has completed a minimum of five mediations or 10 hours of mediation during that time, and (4) meets the educational requirements of Appendix B may ask to be waived in for Georgia registration on the basis of that training. A mediator from another state who is waived in must be observed by a staff member of the court in which he or she intends to serve or submit a letter from the office of dispute resolution or director of the court program for which he or she served in the other state before applying for registration by the Georgia Office of Dispute Resolution.

This application will be considered pursuant to registration criteria established by the Georgia Commission on Dispute Resolution and without regard to race, color, religion, political affiliation, national origin, disability, sex, or age.

Training and Experience

TRAINING RECEIVED AFTER JANUARY 1, 1994, MUST BE IN PROGRAMS APPROVED BY THE GEORGIA OFFICE OF DISPUTE RESOLUTION.

The Georgia Commission on Dispute Resolution is dedicated to the principle that neutrals serving in court programs must be of the highest possible caliber in training and experience. All neutrals serving in Georgia programs must be of good moral character and be competent to serve.

GENERAL MEDIATION

Although mediators do not necessarily need subject matter expertise, they must have process expertise. Mediators are frequently called upon to operate outside of their area of expertise. For this reason, training of mediators must be more extensive than for other neutrals. Training for mediators in a court-administered program shall be no less than twenty-eight (28) hours of classroom training (including role play and other participatory exercises) from an approved trainer, plus observation of or co-mediation with a registered mediator in at least five (5) general/civil mediations. Completion of an approved practicum may substitute for the five (5) general/civil observations/co-mediations. New mediators should be observed several times before mediating alone. An applicant for registration as a general mediator shall apply for registration within eighteen (18) months after completion of approved general mediation training.

Mediators should be drawn from a variety of disciplines and should reflect the racial, ethnic, and cultural diversity of our society. Prospective mediators should be screened carefully for qualities such as the ability to listen actively, to isolate issues, and to focus discussion on issues.

DOMESTIC RELATIONS MEDIATION

Mediators in divorce and custody cases shall have at least a baccalaureate degree from an accredited four-year college. An individual whose graduate degree was obtained after waiver of the requirement that the baccalaureate be completed shall be deemed to have completed the baccalaureate degree. **Mediators in divorce and custody cases must satisfy the requirements for general mediators prior to taking domestic relations mediation training.** The required domestic relations training is at least forty-two (42) hours of training which substantially meets the standards of the Family Section of the Association for Conflict Resolution. Mediators in divorce and custody cases shall receive special training in the subject of domestic violence. Mediators in divorce and custody cases must observe at least one (1) mediation of a divorce or custody case and participate in at least two (2) co-mediations of divorce or custody cases prior to mediating a divorce or custody case alone. Completion of an approved practicum may substitute for the one (1) observation and two (2) co-mediations.

SPECIALIZED DOMESTIC VIOLENCE MEDIATION

Mediators in divorce and custody cases must satisfy the requirements for general mediators and domestic relations mediators prior to taking specialized domestic violence mediation training. The required specialized domestic violence training is at least fourteen (14) hours of classroom training from an approved specialized domestic violence trainer. Candidates for registration in this category must also be recommended by a director of a superior court ADR program who knows the mediator's work as a domestic relations mediator.

ARBITRATION

Arbitration in court-connected non-binding arbitration programs may be conducted by panels of lawyers, panels made up of lawyers and experts, or by individual lawyers. If the arbitration is conducted by a panel, the chief of the panel shall be a lawyer with five years' experience. Where the arbitration is conducted by a single arbitrator, the arbitrator shall be a lawyer with five years' experience. All arbitrators are required to complete at least six (6) hours of arbitration training in a program which qualifies for CLE credit.

CASE EVALUATION OR EARLY NEUTRAL EVALUATION

Case evaluators or early neutral evaluators must be lawyers with extensive subject matter expertise in the area of litigation in question. Case evaluators or early neutral evaluators must have at least six (6) hours of case evaluation training. It is also recommended that case evaluators have taken twenty-eight (28) hours of general mediation training.



GEORGIA OFFICE OF DISPUTE RESOLUTION
244 WASHINGTON STREET, S.W., SUITE 300
ATLANTA, GEORGIA 30334-5900
404-463-3788 FAX: 404-463-3790 WEB: www.godr.org
E-MAIL: gaodr@gasupreme.us

NEUTRAL REGISTRATION APPLICATION

Have you ever been registered or applied for registration in the past? ___yes ___no

Please check the type(s) of registration for which you are applying:

___ General Mediation ___ Domestic Relations Mediation ___ Specialized Domestic Violence Mediation
___ Arbitration ___ Early Neutral Evaluation

PART I: GENERAL INFORMATION

The Georgia Office of Dispute Resolution provides a public listing of the name, registration number, registration categories and re-registration date for all registered neutrals on our website at www.godr.org. If you want additional contact information to be available on the public listing, you may choose to include it by checking the publish option below. Whether or not you give permission to post any optional information on the website listing of neutrals, the Georgia Office of Dispute Resolution furnishes names, addresses, telephone numbers, registration/expertise/language fluency information to the public upon request.

A. CONTACT INFORMATION

*= Required Fields

Title: _____ *Name: _____ Suffix: _____
(e.g. Mr., Ms.) (first name middle initial last name) (e.g. Jr., III)

*Social Security #: _____ *Date of Birth: _____

Company: _____ (if mailing address is not your home)

*Mailing Address: _____
(Street Name and Number)

(Suite or floor number)

(City) (State) (Zip + 4) County: _____

*Telephone No. 1: _____

Telephone No. 2: _____

Fax No.: _____

*E-mail: _____

Check information to publish on the web: ___ Address ___ Tel No. 1 ___ Tel. No. 2 ___ Fax No. ___ E-mail

Note: The questions on gender and ethnic background help the Georgia Office of Dispute Resolution compile statistics for court-connected ADR programs throughout the state. Completion of these questions is voluntary, but strongly encouraged. Thank you for your help.

Gender: ___M ___F

Race/Ethnicity: ___ Native American/Alaskan Native ___ Asian/Pacific Islander/Asian-American

___ Black /African-American/Non-Hispanic ___ Hispanic ___ White/Caucasian/Non-Hispanic ___ Other

B. EDUCATION

*What is the highest degree that you have attained?

- High School
- Some College
- Associates
- Bachelors
- Master's
- Law
- PhD/MD
- Other

Colleges and universities attended:

<i>Name of school</i>	<i>City/State</i>	<i>Dates Attended From/To</i>	<i>Degree(s) Attained</i>	<i>Major</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

C. NEUTRAL ACTIVITY

What would you identify as your primary occupational field? **(Please check only one)**

- Neutral Medical Legal Business Educator Social Services
 Administrative Ministerial / Religious Other

What is your current status in your primary occupational field?

- Student Full-time Part-time Retired Unemployed

Are you an attorney? Yes If yes, what is your bar number: _____
(State, #. Please include information for multiple states.)

Are you a licensed therapist? Yes

Are you a minister? Yes

How do you intend to make use of your neutral registration?

- Work full-time as a neutral
- Work part-time as a neutral
- Other (Please specify) _____

D. ADDITIONAL INFORMATION

What language(s), other than English, do you speak fluently? _____

Occasionally we are asked by court programs for the names of individuals who have expertise as a neutral in a given subject area. Please check below any area(s) of expertise.

- | | |
|--|---|
| <input type="checkbox"/> Commercial | <input type="checkbox"/> International |
| <input type="checkbox"/> Community | <input type="checkbox"/> Juvenile |
| <input type="checkbox"/> Criminal Justice (i.e. Victim Offender) | <input type="checkbox"/> Labor |
| <input type="checkbox"/> Domestic Relations | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Discrimination | <input type="checkbox"/> Probate |
| <input type="checkbox"/> Education | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Employment | <input type="checkbox"/> Securities |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Small Claims |
| <input type="checkbox"/> Government | <input type="checkbox"/> Workers' Compensation |
| <input type="checkbox"/> Health Care | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Intellectual Property | |

E. BACKGROUND INFORMATION

1. Have you been convicted of, pleaded guilty or nolo contendere to a violation of the law? This **includes** DUI offenses but **excludes** traffic violations unless they resulted in suspension or revocation of a driver's license. *You must also report any such pending actions.*

No _____ Yes _____ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the offense(s) which led to each conviction or plea; (2) information concerning the length of time which has elapsed since each conviction or plea; (3) your age at the time of each conviction or plea; and, (4) evidence of rehabilitation since each conviction or plea.

2. Have you been disciplined by any professional organization? *You must also report any such pending actions.*

No _____ Yes _____ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the professional discipline; (2) information concerning the length of time which has elapsed since the professional discipline; (3) your age at the time of the professional discipline; and, (4) evidence of rehabilitation since the professional discipline.]

3. Have your professional privileges been curtailed at any time? *You must also report any such pending actions.*

No _____ Yes _____ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the curtailment of privileges; (2) information concerning the length of time which has elapsed since the curtailment of privileges; (3) your age at the time of the time of curtailment of privileges; and, (4) evidence of rehabilitation since the curtailment of privileges.

4. Have you relinquished a professional privilege or license while under investigation? *You must also report any such pending actions.*

No _____ Yes _____ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the relinquishment of privileges; (2) information concerning the length of time which has elapsed since the relinquishment of privileges; (3) your age at the time of the time of the relinquishment of privileges; and, (4) evidence of rehabilitation since the relinquishment of privileges.

See Addendum to Application for Registration of Neutrals for information on procedures for candidates who have been convicted of a violation of the law, who have been disciplined by a professional organization, who have had professional privileges curtailed, and/or who have relinquished a professional privilege or license while under investigation.

PART II: TRAINING

Please complete each section that applies to the type of registration for which you are applying. Domestic relations mediators: be sure to complete both section A and section B below.

*See **General Information about Registration** above for information regarding mediators from other states.*

A. GENERAL MEDIATION

Record of General Mediation Training

Describe the general mediation training you have received (minimum of 28 hours). You must attach copies of certificates of completion provided by the trainer.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

Record of Five Observations and/or Co-mediations or Practicum

You must attach letters from registered mediators whom you observed or with whom you co-mediated attesting to your five observations and/or co-mediations. If you have instead completed an approved practicum, please indicate so here and include a copy of your certificate of completion. If you need more space, please attach a separate sheet of paper indicating the question to which you are responding.

<i>Type</i>	<i>Date</i>	<i>Name of Reg. Mediator</i>	<i>Place</i>	<i># of Sessions (observation/ co-med.)</i>

B. DOMESTIC RELATIONS MEDIATION

Domestic relations mediators who received domestic relations mediation training after January 1, 1994, must satisfy the requirements for general mediators before taking domestic relations mediation training.

Record of Domestic Relations Training

Describe the domestic relations mediation training you have received (minimum 42 hours). You must attach copies of certificates of completion provided by the trainer.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

Record of Domestic Relations Observations and Co-mediations or Practicum

Domestic relations mediators must have, **in addition to the required five observations or co-mediations for general mediation**, at least one observation of a divorce or custody mediation and at least two co-mediations of divorce or custody cases. You must attach letters from registered mediators whom you observed or with whom you co-mediated attesting to your observations and/or co-mediations. If you have instead completed an approved practicum, please indicate so here and include a copy of your certificate of completion. If you need more space, please attach a separate sheet of paper indicating the question to which you are responding.

<i>Type</i>	<i>Date</i>	<i>Name of Reg. Mediator</i>	<i>Place</i>	<i># of Sessions (observation/ co-med.)</i>

C. SPECIALIZED DOMESTIC VIOLENCE MEDIATION

Record of Specialized Domestic Violence Training

Describe the specialized domestic violence mediation training you have received (minimum 14 hours). You must attach copies of certificates of completion provided by the trainer and a letter of recommendation from the director of a superior court ADR program who is familiar with your work as a domestic relations mediator.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

D. ARBITRATION

Record of Arbitration Training

Describe the arbitration training you have received (minimum 6 hours in a program which qualifies for CLE credit). You must attach copies of certificates of completion provided by the trainer or other proof that you have completed the course **and** that the course is approved for 6 hours of CLE credit.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

E. CASE & EARLY NEUTRAL EVALUATION

Record of Case Evaluation and/or Early Neutral Evaluation Training

Describe the case & early neutral evaluation training you have received (minimum 6 hours). You must attach copies of certificates of completion provided by the trainer.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

PART III: FEES

Please read this paragraph carefully. There are two fee categories.

The fee to register is either \$25 or \$125 depending on how much you have earned from providing ADR services either publicly or privately during the two years preceding your application. All applicants are required to pay a **\$25 non-refundable application fee**. In addition to this application fee, applicants who have earned \$2,500 or more must pay an **additional \$100** to register. The additional \$100 is fully refundable if registration is not granted.

Check the appropriate option:

_____ I did not earn more than \$2,500 from ADR services that I provided publicly or privately during the two years preceding this application. I am enclosing the **\$25 non-refundable** application fee.

_____ I earned \$2,500 or more from ADR services that I provided publicly or privately during the two years preceding this application. I am enclosing the **\$125** application fee (**\$25 of this amount is non-refundable**)

Please make your check or money order payable to: **Georgia Office of Dispute Resolution** (*There will be a \$30 service charge for any returned check.*)

PART IV: SIGNATURE

I, _____, **certify that:**

- The information supplied on this application is correct and I will notify the Georgia Office of Dispute Resolution of any address changes.
- To the best of my knowledge, I qualify for the category of registration for which I have applied.
- If I am applying for registration in any category of mediation, I have carefully read Appendix C of the Georgia ADR Rules, "Ethical Standards for Neutrals." I further certify that I understand the ethical standards and agree to conduct myself in accordance with these standards. I further understand that violation of the "Ethical Standards for Neutrals" may result in disciplinary sanctions, including revocation of registration.
- I understand that all information herein is subject to verification. **I understand that by completing this application I am giving my permission to the Georgia Office of Dispute Resolution to perform a Georgia criminal background check with law enforcement authorities.** The results of such an investigation will be used only in considering my suitability for registration.

Signature of Applicant

Date

APPLICATION CHECKLIST

- Documentation of Training
- Documentation of Observations/Co-mediations/Mediations
- Registration/Application Fee payable to Georgia Office of Dispute Resolution
- Signature of Applicant

Return completed application, supporting documents, and fees to:

Georgia Office of Dispute Resolution
Neutral Registration
244 Washington St., SW
Suite 300
Atlanta, Georgia 30334-5900
404-463-3788
www.godr.org

ADDENDUM TO APPLICATION FOR REGISTRATION OF NEUTRALS

ADR RULES, APPENDIX B

...

IV. PROCEDURE FOR APPLICANTS FOR REGISTRATION OR RENEWAL OF REGISTRATION WHO HAVE BEEN CONVICTED OF OR PLED GUILTY OR NOLO CONTENDERE⁵³ TO A VIOLATION OF THE LAW, WHO HAVE BEEN DISCIPLINED BY A PROFESSIONAL ORGANIZATION,⁵⁴ WHO HAVE HAD PROFESSIONAL PRIVILEGES CURTAILED,⁵⁵ AND/OR WHO HAVE RELINQUISHED ANY PROFESSIONAL PRIVILEGE OR LICENSE WHILE UNDER INVESTIGATION⁵⁶ AND/OR WHO DO NOT MEET COMPETENCY STANDARDS.⁵⁷

A. Applicants for registration with the Georgia Office of Dispute Resolution must acknowledge the following information: (1) convictions of, guilty pleas to, or nolo contendere pleas to violations of the law, including traffic violations resulting in suspension or revocation of a driver's license and DUI offenses; (2) discipline by a

⁵³ The language for this provision was amended by the Commission effective April 1, 1998, to include guilty and nolo contendere pleas excluding traffic violations unless they resulted in suspension or revocation of a driver's license. This language was changed throughout the remainder of Appendix B.

⁵⁴ Section IV, Procedure for Candidates Who Have Been Convicted of a Violation of the Law or Who Have Been Disciplined by a Professional Organization was added to Appendix B by the Commission effective June 1, 1995. Section IV was amended effective December 3, 1998, to remove references to a separate petition for registration.

⁵⁵ Appendix B was amended by the Commission effective October 1, 1995, to include curtailment of professional privileges as a possible reason for denial of registration or removal from registration.

⁵⁶ The language of this provision was amended by the Commission effective September 30, 1999, to clarify the language and to include DUI offenses and the relinquishment of any professional privilege or license while under investigation. This language was changed throughout the remainder of Appendix B.

⁵⁷ Appendix B was amended by the Commission on February 28, 2002, to add the competency requirement.

professional organization; (3) curtailment of professional privileges, (4) relinquishment of any professional privilege or license while under investigation. An applicant against whom any of the above actions are pending shall likewise acknowledge this fact.

B. Upon request of the Georgia Office of Dispute Resolution, the applicant must amend his/her application to provide (1) information concerning the background of the offense which led to conviction, plea, discipline, curtailment of professional privileges and/or relinquishment of professional privilege or license; (2) information concerning the length of time which has elapsed since the conviction, plea, discipline, curtailment and/or relinquishment; (3) the age of the applicant at the time of the conviction, plea, discipline, curtailment and/or relinquishment; and (4) evidence of rehabilitation since the conviction, plea, discipline, curtailment and/or relinquishment.

C. The applicant may be asked to appear before the Committee on Ethics of the Georgia Commission on Dispute Resolution to discuss the information contained within the application. The Committee on Ethics will make a determination as to whether the applicant should be registered or have registration renewed.

D. If an applicant for registration or renewal of registration fails to acknowledge (1) that he/she has been convicted of or pled guilty or nolo contendere to a violation of the law, including traffic violations resulting in suspension or revocation of a driver's license and DUI offenses; (2) that he/she has been disciplined by a professional organization; (3) that he/she has had his/her professional privileges curtailed; (4) that he/she has relinquished any professional privilege or license while under investigation; or (5) that any such actions are pending, the Georgia Office of Dispute Resolution will immediately notify the applicant for registration or renewal of registration that he/she will be denied registration or renewal of registration or, if currently registered, removed from registration by the Georgia Office of Dispute Resolution.⁵⁸

E. An adverse decision of the Committee on Ethics may be appealed to the full Commission within thirty days of the date of such decision. The Commission may grant a hearing to the applicant.

V. REMOVAL FROM REGISTRATION.⁵⁹

A. A neutral who (1) has been convicted of or pled guilty or nolo contendere to a violation of the law, including traffic violations resulting in suspension or revocation of a driver's license and DUI offenses; (2) has been disciplined by a professional organization; (3) has had his/her professional privileges curtailed; and/or (4) has relinquished any professional privilege or license while under investigation, may be removed from the registry of approved neutrals maintained by the Georgia Office of Dispute Resolution. A grievance concerning the ethical behavior of a neutral may result in that neutral being removed from the registry of approved neutrals maintained by the Georgia Office of Dispute Resolution.

B. Upon receiving information that a neutral has been convicted of or pled guilty or nolo contendere to a violation of the law as described above, been disciplined by a professional organization, had his/her professional privileges curtailed, or has relinquished any professional privilege or license while under investigation, or upon receiving a grievance concerning the behavior of a neutral, the Georgia Office of Dispute Resolution or the Georgia Commission on Dispute Resolution will refer the matter to the Committee on Ethics of the Georgia Commission on Dispute Resolution.

C. Both the neutral and the complainant may be asked to appear before the Committee on Ethics of the Georgia Commission on Dispute Resolution to discuss the complaint. The Committee on Ethics will make a determination as to whether the neutral should be removed from the registry. The Committee on Ethics will make written findings which will inform the neutral and the Commission of the basis of its decision.

D. An adverse decision of the Committee on Ethics may be appealed to the full Commission within thirty days of the date of such decision. The Commission may grant a hearing to the applicant.

⁵⁸ Section IV (D) was amended by the Commission effective December 3, 1998, to allow for removal from registration of a registered neutral who fails to comply with the reporting requirements of this section.

⁵⁹ Section V. Removal from Registration was added to Appendix B by the Commission effective June 1, 1995.