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LOCATIONS:		

**DISTRICT COURT OF MARYLAND  
Alternative Dispute Resolution (ADR) Office**

**Volunteer Mediator and Settlement Conference Attorney Application**

**Please mail 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 1-866-940-1729 Fax: 410-260-3536
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**I. Applicant Information: Please print **only** your preferred contact information.**

Full Name .....

Address (Home) .....

Address (Work) .....

Telephone (Home/Cell) ..... (Work) .....

E-mail Address(es) .....

Date of Birth (Month/Day) .....

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

- Mediator (*please complete pages 1, 2, 3, and 5*)
- Settlement Conference Attorney (*please complete pages 1, 2, 4, and 5*)

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

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

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

**IV. Multilingual.** Do you speak any other languages where your proficiency is such that you would feel comfortable conducting an ADR process in that language?

No  Yes If yes, please list **proficient** languages only: .....

**V. Licensed Practitioner.** Are there any ethical codes of conduct to which you adhere because of your profession or affiliation with an institution or organization?  No  Yes

If so, please indicate here: .....

**VI. Alternative Dispute Resolution Training.**

List **all** ADR training you have received. Please attach a copy of **all** certificates received.

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

**VII. Additional Alternative Dispute Resolution Experience.**

Other than mediation and settlement conferences, please list all other forms of ADR you have practiced and the number of cases/disputes for each. If you practice for an organization, please list the name of the organization (or private practice).

<u>ADR Process</u>	<u>Number of Cases</u>	<u>Organization</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....

**VIII. Why do you want to volunteer as a mediator or settlement conference attorney for the District Court ADR Program?**

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**IX. How did you learn about the volunteer opportunity with the District Court ADR Office?**

- Maryland Judiciary Website
- Newspaper Advertisement: .....
- Conference: .....
- Other: .....
- Other Website: .....
- Trainer: .....
- Referral (CMC, co-worker, friend): .....

**X. MEDIATOR APPLICANTS** (Settlement Conference Attorney Applicants - skip this page and proceed to Page 4)

To be a mediator for the District Court ADR Program, you **must have completed at least a 40-hour basic or beginning mediation training**, and a copy of your certificates of completion must be attached to this application. Please provide responses to 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.
- E. I mediate for the following program(s):
  - Maryland Commission on Civil Rights (MCCR)       Community Mediation Center of: .....
  - Circuit Court Family:.....       Circuit Court Non-Domestic: .....
  - Other: .....
  - None.

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

The District Court of Maryland ADR Office uses the Facilitative, Transformative, or Inclusive (Community Mediation) approach to mediation. Which model will you use?

- Facilitative       Transformative       Inclusive (Community Mediation)

The District Court of Maryland ADR Office **requires** all roster mediators to become a member of the Maryland Program for Mediator Excellence (MPME) [www.mpmeonline.org](http://www.mpmeonline.org) **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.*

Choose one:

- ..... (Please Initial) I am already a member of the MPME, and confirmation of my membership is attached.
- ..... (Please Initial) I agree to become a member of the MPME and adhere to the membership requirements of the MPME.
- ..... (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-5.** Use you own paper to respond.

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

- M-1.** In about 50 words, please describe your mediation style and framework.
- M-2.** In your opinion, what are the three hallmarks of mediation?
- M-3.** Please describe the types of disputes, if any, you have mediated in the past three years.
- M-4.** In your own words, how do you describe the mediation process to disputants?
- M-5.** If you have ever been faced with an ethical dilemma as a mediator, please briefly describe that situation and how it was resolved.

*(Mediator-only Applicants should skip page 4 and proceed to page 5)*

**XI. SETTLEMENT CONFERENCE ATTORNEY APPLICANTS**

*(Mediator-only Applicants should skip this page and proceed to page 5)*

To be a Settlement Conference Attorney with the District Court ADR Program, you must be or have been a **practicing attorney and should have substantial knowledge** and experience with the types of cases, the local bench, and **have familiarity with case outcomes** for the District(s) in which you are applying. Please provide responses to the following questions.

I am a: *(Check all that apply)*       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 attorney, 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:.....

I am a member of the following bar associations: .....

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      ..... % Collections      ..... % Other: .....

**PLEASE PROVIDE SUBSTANTIVE WRITTEN RESPONSES TO QUESTIONS SC-1 to SC-3.** 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 conferences, either as a neutral or as an attorney representing a client. In particular, how does your experience reflect why you should be selected to serve as a Settlement Conference Attorney for the District Court of Maryland?

**SC-2.** If you have ever been faced with an ethical dilemma while serving as a neutral, please briefly describe that situation and how it was resolved.

**SC-3.** In your own words, describe the settlement conference process and role of the Settlement Conference Attorney.

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

**XII. Ethics and Professionalism**

**A. 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 policies and procedures prescribed by the District Court of Maryland ADR Office. *(Required) www.mdcourts.gov/district/adr/home.html*

Yes  No \_\_\_\_\_ (Please Initial)

**B. Current or Pending Disciplinary Actions.**

Are there currently any **criminal charges** pending against you in Maryland or elsewhere **other than minor traffic violations**? If yes, 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 this information. Criminal charges and/or disciplinary actions are not an automatic bar to this program.*

Yes  No \_\_\_\_\_ (Please Initial)

**C. Criminal Convictions.**

Have you ever been convicted of any crime in Maryland or elsewhere other than a minor traffic violation? If yes, 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)

**D. 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 yes, 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)

**E. 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, 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.)

Public Directory:  Yes  No (visible to public)      Internal District Court ADR Roster Directory:  Yes  No (may be distributed to our roster volunteers)

**F. I agree that if any of the above circumstances change, I will notify the District Court of Maryland ADR Office.**

Yes  No \_\_\_\_\_ (Please Initial)

**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: .....