

**Maryland Administrative Office of the Courts
Circuit Court Alternative Dispute Resolution Practitioners**

***Application to be Listed for Designation as an ADR Practitioner
Providing Non-Mediation ADR Services
Pursuant to Maryland Rules 17-206, 17-207***

(Not required for judges and masters conducting non-fee-for-service settlement conferences)

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) _____

E-mail Address _____

I am interested in providing non-mediation ADR services in 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 your ADR experience including type of ADR service provided (arbitration, neutral case evaluation, neutral fact-finding, settlement conferences), the case type (e.g., personal injury, construction), the number of cases that you have handled within the past twelve months, and the % that were court-referred.

<u>ADR Service</u>	<u>Case Type</u>	<u>Number of Cases</u>	<u>% Court-Referred</u>

Please describe 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) Professional Experience

_____ I am a member in good standing of the Maryland Bar and have at least five years experience in the active practice of law. My experience is as follows:

<u>Profession</u>	<u>Years of Experience</u>
Judge	_____
Attorney	_____
Full-time Teacher of Law at an ABA accredited Law School	_____
Administrative Law Judge	_____

or

_____ I am not a member of the Maryland Bar, but I have equivalent or specialized knowledge and experience dealing with certain issues in dispute (examples of equivalent or specialized knowledge and experience include the practice of law in other states, extensive non-mediation ADR experience, or significant technical expertise in a field where disputes are typically handled by circuit courts):

(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>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(3) Training

_____ I have completed either a training program specified by the circuit administrative judge or conducted at least two non-mediation ADR proceedings with respect to actions pending in a circuit court.

Please describe any ADR training you have received.

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

Please list any circuit courts that have had pending actions for which you conducted non-mediation ADR proceedings.

<u>ADR Service</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 any Code of Ethics approved by the Court of Appeals, to submit to periodic monitoring of court-ordered ADR proceedings by a qualified person 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 ADR sessions that is convenient for the parties.

_____ I agree to comply with the procedures and requirements prescribed by the court’s case management plan filed under Rule 16-302 (b) relating to diligence, quality assurance, and a willingness, upon request by the court, to accept a reasonable number of referrals at a reduced fee or pro bono.

(5) Other Occupations

Please list any other occupations that you have or have had that may assist in your performance of duties as an ADR practitioner.

(6) Professional Affiliations/Community Activities

Please list any professional affiliations and/or community activities that you consider relevant to your designation as an ADR practitioner.

(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.

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.

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.

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.

Required documentation — Checklist

I have attached the following:

- _____ Proof that I am a member of the Maryland bar (certificate available upon letter of request to the Maryland Court of Appeals at a cost of seven dollars) and that I have at least five years experience in the active practice of law as either a judge, an attorney, a full-time teacher of law at a law school accredited by the American Bar Association or a Federal or Maryland administrative law judge **or** that I have equivalent or specialized knowledge and experience in dealing with issues in dispute.

- _____ A copy of a certificate or other proof documenting my completion of any training program specified by the circuit administrative judge **or** proof that I have conducted at least two non-mediation ADR proceedings with respect to actions pending in a circuit court.

- _____ A copy of my resume, references, and/or other information to support my application as an ADR practitioner (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 non-mediator ADR practitioner does not guarantee that you will receive any case referrals from the circuit court nor does it establish court employee status for any ADR practitioner. Please read Maryland Rules, Title 17 containing circuit court rules applicable to alternative dispute resolution and to being listed for designation as a non-mediator ADR practitioner.