

*Superior Court of the District of Columbia
Multi-Door Dispute Resolution Division*

Overview

The Multi-Door Dispute Resolution Division (MDDR) is dedicated to promoting and facilitating mediation services within the District of Columbia Superior Courts. In order to promote the highest quality mediation services, MDDR seeks to recruit qualified providers to serve as mediators in its programs. MDDR is seeking responses to this request for mediators so that MDDR can respond efficiently and effectively to the needs of litigants and the Court.

Evaluation and Selection of Qualified Mediators

The Multi-Door Dispute Resolution Division (MDDR) shall evaluate written applications submitted by applicants on an “as needed” basis. Thus, applying to request consideration to provide mediation services does not guarantee that an applicant will be selected as a mediator with MDDR. MDDR may qualify you conditionally based on your written application. Once an applicant is qualified, the applicant must demonstrate relevant dispute resolution knowledge and skill. Qualified applicants will be observed on a MDDR matter in a program in which you are qualified to provide services.

Applicant’s Response – Qualifications

Qualifications for mediators are indicated below. Applicants must provide information indicating how they meet each of the qualification criteria. Applicants must indicate if they have knowledge, training and/or experience in the mediation field. With respect to those items listed below requiring competencies or abilities, applicants should use examples from their mediation experience to indicate how they meet the criteria. In addition, applicants will be required to demonstrate competencies and abilities under Multi-Door observation. With respect to the Ethical Standards identified below, applicants must submit a paragraph or more indicating their familiarity with and understanding of the most important ethical issues encountered in their mediation practice. Please return the general open enrollment application, the supplemental application form(s) for your **subject area(s)** of interest, along with a **current resume, three letters of recommendation** from persons in the ADR field, and any **evaluations** you may have received of ADR services you provided **to:**

Multi-Door Dispute Resolution Division
Superior Court of the District of Columbia
515 5th Street, N.W.
Suite 105
Washington, D.C. 20001

MINIMUM QUALIFICATIONS

(Please read the minimum qualification section carefully before submitting your application.)

I. Mediation Experience (you must meet at least one qualification listed)

- a. Minimum of 4 years of professional experience, or
- b. Affiliation with and accountability to a dispute resolution organization in existence for at least three years, or
- c. Appointment to mediate by a judicial or governmental body

II. Mediation Training (you must meet all three qualifications listed)

- a. Minimum of 40 hours basic mediation skills training including an apprenticeship under supervision of an experienced mediator.
- b. Basic mediation skills training to have included: lectures/exercises/demonstrations covering: steps of mediation process, role of mediator, mediation skills and ethical standards for mediators; coached role-plays; evaluation of trainee's performance.
- c. Apprenticeship to have included: observation of actual mediation with debriefing; performance of actual mediation under observation with debriefing; final evaluation of trainee's performance.

III. Competency in Mediation Skills

Demonstrated competency in the following mediation skills: strategic direction, persuasion, inventiveness/problem-solving, investigation, impartiality/empathy, managing the interaction.

IV. Adherence to Ethical Standards of Mediation Practice

List ethical standards training you have participated in and your understanding of the application of these standards in practice.

V. Additional Qualifications for ADR Programs

- a. For the *Child Protection Mediation Program*: knowledge of and/or experience with District of Columbia and Federal Child Welfare laws and regulations. (Trial lawyers and social workers currently working in the D.C. Superior Court are not eligible to apply.)
- b. For the *Family Mediation Program*: experience mediating issues of physical custody, legal custody, visitation, and child support.
- c. For the *Small Claims Mediation Program*: general knowledge of and experience with consumer and contract disputes.

- d. For the ***Tax Mediation Program***: knowledge of real estate tax assessment practices in the District of Columbia.
- e. For the ***Civil Mediation Program***: knowledge of and/or experience with civil litigation in the District of Columbia or other U.S. jurisdictions.
- f. For the ***Probate Mediation Program***: knowledge of and/or experience with Probate matters.
- g. For the ***Landlord and Tenant Mediation Program***: knowledge of and experience with landlord tenant laws in the District of Columbia.

VI. Desired Qualifications

- a. Expertise in any of the “Areas of Expertise” listed at the end of this section

AREAS OF EXPERTISE

The following list is intended to reflect the specialized knowledge, expertise and experience that mediators may possess.

I. Processes

Arbitration
 Conciliation
 Summary Jury Trial
 Consensus-building
 Dealing with an Angry Public
 Dispute Resolution Process Design
 Public Participation
 Dispute Resolution Training
 Facilitation
 Mediation
 Multi-party disputes
 Organizational Development
 Partnering
 Public Policy Disputes

II. Substantive Knowledge**Civil Disputes:**

Business
 Commercial
 Contract
 Construction
 Discrimination
 Employment
 Insurance
 Labor
 Probate
 Real Estate
 Torts
 Landlord/Tenant
 Tax
 Probate
 Trusts
 *Medical Malpractice

* for medical malpractice mediations, you must be a judge or lawyer with 10 years of significant experience in medical malpractice litigation. (see DC code § 16-2823).

Family Disputes:

Divorce
 Property
 Child Development
 Child Welfare
 Abuse and Neglect
 Custody
 Child Support
 Spousal Support
 Permanency
 Domestic Partnership

Environmental:

- Wetlands
- Hazardous Waste
- Brownfields

Industry:

- Construction
- Public Utilities
- Transportation

Community Issues:

- Human Rights
- Consumer
- Cross-cultural
- Regional

State or Municipal Government

Other:

- Foreign Languages

3. Forums

Please indicate if you have provided mediation services in these forums.

Courts
 Government Agencies (state and federal)
 Municipalities
 Citizens Groups

IV. CURRENT RESUME (Required)

V. **RECOMMENDATIONS (3) (Required):** Responses should include up to three letters of recommendation.

VI. **ADR EVALUATIONS (if available):** Responses should include copies of any available evaluations completed by participants in mediations, case evaluations, arbitrations, facilitations, trainings, etc. performed by the applicant.

STIPEND FEES

Mediators are paid a small stipend for court connected ADR services.

<u>Program</u>	<u>Number of sessions allowed</u>	<u>Session Length</u>	<u>Fees per Session</u>
Arbitration	1-3 sessions		\$150
Child Protection	1 session	3 hours	\$120
Civil	unlimited sessions	2 hours	\$50
Civil I	unlimited		\$300
Family	up to 7	2 hours	\$60 \$100 basic agreement \$150 full agreement
Probate	unlimited	2 hours/or more	\$100
Small Claims 1		1 hour	\$40
Tax Mediation	unlimited	2 hours	\$50
Tax Lien Med	unlimited	2 hours	\$50
Landlord/Tenant	unlimited	4 hours	\$100

OPEN ENROLLMENT APPLICATION

(Before completing this section, please review the Minimum Qualification section below.)

Name

Daytime Phone

Address

Evening Phone

E-mail

Mediation Training

List training program(s) and date(s) attended:

Describe components of each training (e.g., role plays, lectures, evaluation, etc.)

Describe components of period of supervision (e.g., mediation under observation, co-mediation, de-briefing, etc.)

Training in ethical standards for mediators

List date(s) and training organization(s)

Explain your understanding of the application of these standards in the practice of mediation:

Mediation Experience

How many years have you been mediating?

When did you last mediate?

Approximately how many cases a year do you mediate?

With what organizations, and/or government bodies have you mediated? Describe your affiliation, length of service, and experience with each:

What are your areas of expertise? (e.g., child custody, child welfare, personal injury, employment dispute, etc.)

With which other ADR processes have you had experience? (e.g., facilitation, case evaluation, etc.)

At what times, and on what days, are you available to mediate?

How many times a month are you available to mediate?

For which Multi-Door program(s) are you submitting a supplemental application?

Family

CPM

Civil

Please return **this form**, the supplemental application form(s) for your **subject area(s)** of interest, along with a **current resume**, **three letters of recommendation** from persons in the ADR field, and any **evaluations** you may have received of ADR services you provided **to:**

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