

Name of Applicant: _____

OFFICE OF THE EXECUTIVE SECRETARY OF THE SUPREME COURT OF VIRGINIA

CHECKLIST – CIRCUIT COURT-CIVIL

NOTE: This form must be attached to the ADR-1000A Application for Mediation Certification. It may not be submitted independently. For additional information on any item in the sections of this form, please refer to the [Guidelines for the Certification and Training of Court-Referred Mediators](#).

Section 1. Reciprocity

If you have taken a mediation training, or currently practice as a mediator in another state, you may request a waiver for the analogous Virginia certified training. Waivers of any requirement must be requested prior to beginning training or submitting an Application for Mediation Certification.

Have you been granted a waiver for any of the requirements to become a CCC mediator?	<input type="checkbox"/> Yes
Documentation must be attached to the application.	<input type="checkbox"/> No

Section 2. Certified Training

Please list training received and attach ADR 1006 (Trainee Evaluation Form) to this application.

Basic Mediation Skills Training (20 hours minimum)

Must be taken within the previous two years and before observations and co-mediations. Waived for Virginia Certified Mediators

DATE COMPLETED	TRAINER NAME(S)	TRAINING PROVIDER

Circuit Court-Civil Mediation (20 hours minimum)

DATE COMPLETED	TRAINER NAME(S)	TRAINING PROVIDER

Virginia Judicial Systems Training (4 hours minimum)

Waived for Virginia Certified Mediators and VSB members in good standing – certification number and/or Bar Number must be noted on ADR-1000A.

DATE COMPLETED	TRAINER NAME(S)	TRAINING PROVIDER

Section 3. Mentorship

3.1. Observations

You must observe two complete circuit court cases with a Circuit Court mentor or attend an additional eight-hour certified circuit court observation course. A certified four-hour circuit court observation course may be substituted for only one observation. .

DATE COMPLETED	MENTOR / TRAINER NAME	OBSERVATION TYPE (check one)
		<input type="checkbox"/> Live mediation observation (ADR-1007) <input type="checkbox"/> 4 Hour CCC Observation Course (ADR-1006) <input type="checkbox"/> 8 Hour CCC Observation Course (ADR-1006)
		<input type="checkbox"/> Live mediation observation (ADR-1007)

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3.2. Co-mediations

You must co-mediate at least ten hours with a CCC mentor, including a minimum of five complete non-family cases. Attach signed Mentee Evaluation form (ADR-1001) and Mentee Portfolio form (ADR-1008) for each co-mediation.

COMEDIATION	DATE COMPLETED	HOURS	MENTOR NAME
1.			
2.			
3.			
4.			
5.			

3.3. Co-mediated Agreement

You must attach at least one Memorandum of Agreement / Understanding for which you served as the primary scrivener.

DATE COMPLETED

3.4. Child Support Worksheet

You must attach at least one child support worksheet that you completed by hand, using a calculator and the statute

DATE COMPLETED

REMINDERS

- Please be sure all forms are signed by the appropriate parties indicated, including yourself.
- Mediators certified as General District Court (GDC) mediators who later apply for Circuit Court – Civil (CCC) certification must complete the training requirements for CCC mediation, but need observe only one circuit court mediation case, and co-mediate two CCC cases (minimum) in order to meet the mentorship requirements.
- You may be requested to complete additional co-mediations, depending on the feedback from your mentors.