

Name of Applicant: _____

OFFICE OF THE EXECUTIVE SECRETARY OF THE SUPREME COURT OF VIRGINIA

CHECKLIST – CIRCUIT COURT – FAMILY

NOTE: This form must be attached to the ADR-1000A Application for Mediator 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 Mediator Certification.

Have you received a waiver for any of the requirements to become a CCF mediator?

[] Yes

Documentation must be attached to the application.

[] 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

Family Mediation Skills Training (20 hours minimum)

Must be taken after Basic Mediation Skills Training

DATE COMPLETED

TRAINER NAME(S)

TRAINING PROVIDER

Circuit Court – Family Mediation Training (12 hours minimum)

Must be taken after Family Mediation Skills Training and before co-mediations.

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

Screening for and Dealing with Domestic Abuse in Mediation Training (8 hours minimum)

DATE COMPLETED

TRAINER NAME(S)

TRAINING PROVIDER

Name of Applicant: _____

Section 3. Mentorship		
3.1. Observations		
You must observe two complete family mediations with a CCF mentor or attend an additional eight-hour certified circuit court - family observation course. A certified four-hour circuit court - family observation course may be substituted for only one observation.		
DATE COMPLETED	MENTOR / TRAINER NAME	OBSERVATION TYPE (check one)
		<input type="checkbox"/> Observation of Live Mediation (ADR-1007) <input type="checkbox"/> 4 Hour CCF Observation Course (ADR-1006) <input type="checkbox"/> 8 Hour CCF Observation Course (ADR-1006)
		<input type="checkbox"/> Observation of Live Mediation (ADR-1007)

3.2. Co-mediations			
You must co-mediate at least ten hours with a CCF mentor, including a minimum of five complete 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		DATE COMPLETED
You must attach at least one Memorandum of Agreement / Understanding for which you served as the primary scrivener.		
3.4. Child Support Worksheet		DATE COMPLETED
You must attach at least one child support worksheet that you completed by hand, using a calculator and the statute		

REMINDERS

- Please be sure all forms are signed by the appropriate parties indicated, including yourself.
- Mediators certified as Juvenile and Domestic Relations District Court (JDR) mediators who later apply for Circuit Court – Family certification must complete the training requirements for CCF mediation, but need observe only one CCF case and co-mediate two CCF cases (minimum) in order to meet the mentorship requirements. JDR certified mediators do not need to submit an additional child support worksheet.
- You may be requested to complete additional training or co-mediations, depending on the feedback from your mentors.
- Attach at least one memorandum of agreement / understanding that reflects experience obtained in equitable distribution. One child support worksheet must also be attached unless you are currently a certified JDR mediator.