

OFFICE OF THE EXECUTIVE SECRETARY OF THE SUPREME COURT OF VIRGINIA

CHECKLIST – GENERAL DISTRICT COURT

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 Mediation Certification.

Have you received a waiver for any of the requirements to become a GDC 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

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 mediations with a GDC mentor or attend an additional eight-hour certified observation course. A certified four-hour 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 Observation Course (ADR-1006) <input type="checkbox"/> 8 Hour Observation Course (ADR-1006)
 	 	<input type="checkbox"/> Observation of Live Mediation (ADR-1007)

Name of Applicant: _____

3.2. Co-mediations

You must co-mediate at least five hours with a GDC mentor, including a minimum of three complete general 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.			

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

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REMINDERS

- Of the two required observations, at least one case must be general (defined as non-family)
- Please be sure all forms are signed by the appropriate parties indicated on the forms, including yourself.
- You may be requested to complete additional training or co-mediations, depending on the feedback from your mentors.