

OFFICE OF THE EXECUTIVE SECRETARY OF THE SUPREME COURT OF VIRGINIA

CHECKLIST – JUVENILE AND DOMESTIC RELATIONS 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 Mediator Certification.

Have you received a waiver for any of the requirements to become a JDR 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 and before observations and 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

Section 3. Mentorship

3.1. Observations

You must observe two complete family mediations with a JDR mentor or attend an additional eight-hour certified family observation course. A certified four-hour 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 JDR Observation Course (ADR-1006) <input type="checkbox"/> 8 Hour JDR 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 ten hours with a JDR 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

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.
- 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 custody and visitation. One child support worksheet must also be attached.