



GEORGIA OFFICE OF DISPUTE RESOLUTION  
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404-463-3788 FAX: 404-463-3790 WEB: [www.godr.org](http://www.godr.org)  
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## NEUTRAL REGISTRATION APPLICATION

### General Information About Registration

This application is to be completed by neutrals who wish to serve as mediators, arbitrators, and early neutral evaluators in court-connected ADR programs in Georgia. All neutrals working in court programs must be registered with the Georgia Office of Dispute Resolution. Neutrals working privately in the state may also register if they meet the requirements for completion of this application.

You will be notified of your registration status approximately six to eight weeks after receipt of your completed application. **Registration will be granted for up to a one-year period, at which time you will have to renew your registration.** Your first registration cycle will begin on the date you are approved for registration as a neutral and will end at midnight, December 31, of the same year; however, if your registration is approved in October, November or December of any year, your registration will end at midnight, December 31, of the following year. For example, a person applying in 2010 prior to October 2010 must renew his/her registration by December 31, 2010. A person applying during October, November or December 2010, must renew his/her registration by December 31, 2011. A registration renewal notice will be sent to all registered neutrals prior to the expiration date of their registration.

The Georgia Office of Dispute Resolution provides neither ADR services nor referrals to registered neutrals. The Georgia Office of Dispute Resolution does not forward your registration application to the individual court ADR programs. To serve as a neutral in one of these programs, you must contact the local program and apply directly to the local program.

State registration does not necessarily imply local registration. The state requirements are threshold requirements. Local programs may adopt standards that exceed the state standards. The fact that one has completed a state-approved program does not automatically qualify one to serve as a neutral in any particular local program.

The Georgia Office of Dispute Resolution provides a public listing of the name, registration number, registration categories and re-registration date for all registered neutrals on our website at [www.godr.org](http://www.godr.org). If you want additional contact information to be available on the public listing, you may choose to include it by checking the appropriate publish option on the application. Whether or not you give permission to post any optional information on the web site listing of neutrals, the Georgia Office of Dispute Resolution furnishes names, addresses, telephone numbers, registration/expertise/language fluency information to the public upon request.

A mediator from another state who (1) has received training which meets that state's qualifications and, at the discretion of the director, has had substantially similar training to that approved in Georgia, (2) has mediated for one year, (3) has completed a minimum of five mediations or 10 hours of mediation during that time, and (4) meets the educational requirements of Appendix B may ask to be waived in for Georgia registration on the basis of that training. A mediator from another state who is waived in must be observed by a staff member of the court in which he or she intends to serve or submit a letter from the office of dispute resolution or director of the court program for which he or she served in the other state before applying for registration by the Georgia Office of Dispute Resolution. A mediator from another state who applies for registration will be required to take and pass a test on Georgia ethics provided by the Georgia Office of Dispute Resolution as a prerequisite to registration

*This application will be considered pursuant to registration criteria established by the Georgia Commission on Dispute Resolution and without regard to race, color, religion, political affiliation, national origin, disability, sex, or age.*

# Training and Experience

TRAINING RECEIVED AFTER JANUARY 1, 1994, MUST BE IN PROGRAMS APPROVED BY THE GEORGIA OFFICE OF DISPUTE RESOLUTION.

The Georgia Commission on Dispute Resolution is dedicated to the principle that neutrals serving in court programs must be of the highest possible caliber in training and experience. All neutrals serving in Georgia programs must be of good moral character and be competent to serve.

Effective July 1, 2003, **applicants for registration in any category shall apply for registration within eighteen (18) months after completing the appropriate approved training.** When a training and practicum (or observations/co-mediations) are taken separately, the 18 months begin at the end of the training. When a training and practicum are combined (i.e., a 40-hour combination General Civil Mediation Training and Practicum), the 18 months begin at the end of the entire combined training.

## ***GENERAL MEDIATION***

Although mediators do not necessarily need subject matter expertise, they must have process expertise. Mediators are frequently called upon to operate outside of their area of expertise. For this reason, training of mediators must be more extensive than for other neutrals. Training for mediators in a court-administered program shall be no less than twenty-eight (28) hours of classroom training (including role play and other participatory exercises) from an approved trainer, plus observation of or co-mediation with a registered mediator in at least five (5) general/civil mediations. Completion of an approved practicum may substitute for the five (5) general/civil observations/co-mediations. New mediators should be observed several times before mediating alone.

Mediators should be drawn from a variety of disciplines and should reflect the racial, ethnic, and cultural diversity of our society. Prospective mediators should be screened carefully for qualities such as the ability to listen actively, to isolate issues, and to focus discussion on issues.

## ***DOMESTIC RELATIONS MEDIATION***

Mediators in divorce and custody cases shall have at least a baccalaureate degree from an accredited four-year college. An individual whose graduate degree was obtained after waiver of the requirement that the baccalaureate be completed shall be deemed to have completed the baccalaureate degree. **Mediators in divorce and custody cases must satisfy the requirements for general mediators prior to taking domestic relations mediation training.** The required domestic relations training is at least forty-two (42) hours of training which substantially meets the standards of the Family Section of the Association for Conflict Resolution. Mediators in divorce and custody cases shall receive special training in the subject of domestic violence. Mediators in divorce and custody cases must observe at least one (1) mediation of a divorce or custody case and participate in at least two (2) co-mediations of divorce or custody cases prior to mediating a divorce or custody case alone. Completion of an approved practicum may substitute for the one (1) observation and two (2) co-mediations.

## ***SPECIALIZED DOMESTIC VIOLENCE MEDIATION***

**Mediators in divorce and custody cases must be registered domestic relations mediators prior to taking specialized domestic violence mediation training.** The required specialized domestic violence training is at least fourteen (14) hours of classroom training from an approved specialized domestic violence trainer.

## ***ARBITRATION***

Arbitration in court-connected non-binding arbitration programs may be conducted by panels of lawyers, panels made up of lawyers and experts, or by individual lawyers. If the arbitration is conducted by a panel, the chief of the panel shall be a lawyer with five years' experience. Where the arbitration is conducted by a single arbitrator, the arbitrator shall be a lawyer with five years' experience. All arbitrators are required to complete at least six (6) hours of arbitration training in a program which qualifies for CLE credit.

## ***CASE EVALUATION OR EARLY NEUTRAL EVALUATION***

Case evaluators or early neutral evaluators must be lawyers with extensive subject matter expertise in the area of litigation in question. Case evaluators or early neutral evaluators must have at least six (6) hours of case evaluation training. It is also recommended that case evaluators have taken twenty-eight (28) hours of general mediation training.



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## NEUTRAL REGISTRATION APPLICATION

Have you ever been registered or applied for registration in the past?  Yes  No

Please check the type(s) of registration for which you are applying:

General Mediation       Domestic Relations Mediation       Specialized Domestic Violence Mediation  
 Arbitration       Early Neutral Evaluation

### PART I: GENERAL INFORMATION

The Georgia Office of Dispute Resolution provides a public listing of the name, registration number, registration categories and registration expiration date for all registered neutrals on our website at www.godr.org. If you want additional contact information to be available on the public listing, please check the publish options below. Whether or not you give permission to post any optional information on the website listing, the Georgia Office of Dispute Resolution furnishes names, addresses, phone numbers, registration/expertise/language fluency information to the public upon request.

#### A. CONTACT INFORMATION \* = Required Fields

Title: \_\_\_\_\_ \*Name: \_\_\_\_\_ Suffix: \_\_\_\_\_  
(e.g. Mr., Ms.)      First      Middle      Last      (e.g. Jr., III)

\*SSN (last 4 numbers only): XXX-XX-\_\_\_\_\_ \*Date of Birth: \_\_\_\_\_

Company Name: \_\_\_\_\_

\*Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
City      State      Zip Code      County

\*Phone No. 1: \_\_\_\_\_ Phone No. 2: \_\_\_\_\_

Fax No.: \_\_\_\_\_ \*E-mail: \_\_\_\_\_

Check information to publish on the web:  Address  Tel No. 1  Tel. No. 2  Fax No.  E-mail

*These questions on gender and ethnic background help the Georgia Office of Dispute Resolution compile statistics for court-connected ADR programs throughout the state. Answering these questions is voluntary, but strongly encouraged. Thank you.*

Gender:  M  F

Race/Ethnicity:  Native American/Alaskan Native  Asian/Pacific Islander/Asian-American

Black /African-American/Non-Hispanic  Hispanic  White/Caucasian/Non-Hispanic  Other

## B. EDUCATION

\*What is the highest degree that you have attained?

\_\_\_\_\_ High School          \_\_\_\_\_ Some College          \_\_\_\_\_ Associate's          \_\_\_\_\_ Bachelor's  
\_\_\_\_\_ Master's          \_\_\_\_\_ Law          \_\_\_\_\_ Ph.D./M.D.          \_\_\_\_\_ Other

*Colleges/Universities Attended*          *City/State*          *Dates Attended*          *Degree Earned*          *Major*

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## C. NEUTRAL ACTIVITY

What would you identify as your primary occupational field? **(Please check only one)**

\_\_\_\_\_ Neutral          \_\_\_\_\_ Medical          \_\_\_\_\_ Legal          \_\_\_\_\_ Business          \_\_\_\_\_ Educator  
\_\_\_\_\_ Social Services          \_\_\_\_\_ Administrative          \_\_\_\_\_ Ministerial / Religious          \_\_\_\_\_ Other

What is your current status in your primary occupational field?

\_\_\_\_\_ Student          \_\_\_\_\_ Full-time          \_\_\_\_\_ Part-time          \_\_\_\_\_ Retired          \_\_\_\_\_ Unemployed

Are you an attorney? \_\_\_\_\_ Yes          If yes, your bar number: \_\_\_\_\_  
*(State, #. Include information for multiple states)*

Are you a licensed therapist? \_\_\_\_\_ Yes          Are you a minister? \_\_\_\_\_ Yes

How do you intend to make use of your neutral registration?

\_\_\_\_\_ Work full-time as a neutral          \_\_\_\_\_ Work part-time as a neutral          \_\_\_\_\_ Other (Please specify below)

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## D. ADDITIONAL INFORMATION

What language(s), other than English, do you speak fluently? \_\_\_\_\_

We are sometimes asked for names of registrants who have expertise as neutrals in a given subject area. Please check below any area(s) of expertise you have:

_____ Commercial	_____ Environmental	_____ Personal Injury
_____ Community	_____ Government	_____ Probate
_____ Criminal Justice (i.e. Victim Offender)	_____ Health Care	_____ Real Estate
_____ Domestic Relations	_____ Intellectual Property	_____ Securities
_____ Discrimination	_____ International	_____ Small Claims
_____ Education	_____ Juvenile	_____ Workers' Compensation
_____ Employment	_____ Labor	_____ Other (please specify)

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## E. BACKGROUND INFORMATION

1. Have you been convicted of, pleaded guilty or nolo contendere to a violation of the law? This **includes** DUI offenses but **excludes** traffic violations unless they resulted in suspension or revocation of a driver's license. *You must also report any such pending actions.*

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the offense(s) which led to each conviction or plea; (2) information concerning the length of time which has elapsed since each conviction or plea; (3) your age at the time of each conviction or plea; and, (4) evidence of rehabilitation since each conviction or plea.

2. Have you been disciplined by any professional organization? *You must also report any such pending actions.*

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the professional discipline; (2) information concerning the length of time which has elapsed since the professional discipline; (3) your age at the time of the professional discipline; and, (4) evidence of rehabilitation since the professional discipline.

3. Have your professional privileges been curtailed at any time? *You must also report any such pending actions.*

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the curtailment of privileges; (2) information concerning the length of time which has elapsed since the curtailment of privileges; (3) your age at the time of the time of curtailment of privileges; and, (4) evidence of rehabilitation since the curtailment of privileges.

4. Have you relinquished a professional privilege or license while under investigation? *You must also report any such pending actions.*

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, you must provide the following detail on a separate sheet of paper: (1) information concerning the background of the incident(s) which led to the relinquishment of privileges; (2) information concerning the length of time which has elapsed since the relinquishment of privileges; (3) your age at the time of the time of the relinquishment of privileges; and, (4) evidence of rehabilitation since the relinquishment of privileges.

*See Addendum to Application for Registration of Neutrals for information on procedures for candidates who have been convicted of a violation of the law, who have been disciplined by a professional organization, who have had professional privileges curtailed, and/or who have relinquished a professional privilege or license while under investigation.*

## PART II: TRAINING

Complete each section that for the type of registration for which you are applying. Domestic relations mediators: be sure to complete both section A and section B below. Mediators from other states: see General Information About Registration above.

### A. GENERAL MEDIATION

#### Record of General Mediation Training

Describe the general mediation training you have received (minimum of 28 hours). You must attach copies of certificates of completion provided by the trainer.

*Course/hours*

*Trainer/Organization*

*Location*

*Date*

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**Record of Five Observations and/or Co-mediations or Practicum**

You must attach letters from registered mediators whom you observed or with whom you co-mediated attesting to your five observations and/or co-mediations. Mediation observation forms are available on our website. If you have instead completed an approved practicum, please indicate so here and include a copy of your certificate of completion. If you need more space, please attach a separate sheet of paper indicating the question to which you are responding.

<i>Type</i>	<i>Date</i>	<i>Name of Reg. Mediator</i>	<i>Place</i>	<i># of Sessions</i>	<i>Observation/ Co-med.</i>

**B. DOMESTIC RELATIONS MEDIATION**

*Domestic relations mediators who received domestic relations mediation training after January 1, 1994, must satisfy the requirements for general mediators before taking domestic relations mediation training.*

**Record of Domestic Relations Training**

Describe the domestic relations mediation training you have received (minimum 42 hours). You must attach copies of certificates of completion provided by the trainer.

<i>Course/hours</i>	<i>Trainer/Organization</i>	<i>Location</i>	<i>Date</i>

**Record of Domestic Relations Observations and Co-mediations or Practicum**

Domestic relations mediators must have, **in addition to the required five observations or co-mediations for general mediation**, at least one observation of a divorce or custody mediation and at least two co-mediations of divorce or custody cases. You must attach letters from registered mediators whom you observed or with whom you co-mediated attesting to your observations and/or co-mediations. Mediation observation forms are available on our website. If you have instead completed an approved practicum, please indicate so here and include a copy of your certificate of completion. If you need more space, please attach a separate sheet of paper indicating the question to which you are responding.

<i>Type</i>	<i>Date</i>	<i>Name of Reg. Mediator</i>	<i>Place</i>	<i># of Sessions</i>	<i>Observation/ co-med.</i>

**C. SPECIALIZED DOMESTIC VIOLENCE MEDIATION**

**Record of Specialized Domestic Violence Training**

Describe the specialized domestic violence mediation training you have received (minimum 14 hours). You must attach copies of certificates of completion provided by the trainer. You must already be a registered domestic relations mediator to take this training, as well as to register in this category. You must provide a letter of recommendation from a director of a superior court ADR program who is familiar with your work as a domestic relations mediator

*Course/hours*

*Trainer/Organization*

*Location*

*Date*

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## **D. ARBITRATION**

### **Record of Arbitration Training**

Describe the arbitration training you have received (minimum 6 hours in a program which qualifies for CLE credit). You must attach copies of certificates of completion provided by the trainer or other proof that you have completed the course **and** that the course is approved for 6 hours of CLE credit.

*Course/hours*

*Trainer/Organization*

*Location*

*Date*

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## **E. CASE EVALUATION OF EARLY NEUTRAL EVALUATION**

### **Record of Case Evaluation and/or Early Neutral Evaluation Training**

Describe the case evaluation or early neutral evaluation training you have received (minimum 6 hours). You must attach copies of certificates of completion provided by the trainer.

*Course/hours*

*Trainer/Organization*

*Location*

*Date*

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## **PART III: FEES**

The nonrefundable registration fee is **\$125** if you are not applying for registration in domestic relations mediation. If you are applying for registration in domestic relations mediation, the nonrefundable registration fee is **\$150**.

Please make your check or money order payable to: **Georgia Office of Dispute Resolution** (*There will be a \$30 service charge for any returned check.*)

PART IV: SIGNATURE

I, \_\_\_\_\_, certify that:

- The information supplied on this application is correct, and I will notify the Georgia Office of Dispute Resolution of any address changes;
To the best of my knowledge, I qualify for the category of registration for which I have applied;
If I am applying for registration in any category of mediation, I have carefully read Appendix C of the Georgia ADR Rules, "Ethical Standards for Neutrals." I further certify that I understand the ethical standards and agree to conduct myself in accordance with these standards. I further understand that violation of the "Ethical Standards for Neutrals" may result in disciplinary sanctions, including revocation of registration;
I understand that all information herein is subject to verification. I understand that by completing this application I am giving my permission to the Georgia Office of Dispute Resolution to perform a Georgia criminal background check with law enforcement authorities. The results of such an investigation will be used only in considering my suitability for registration.

Signature of Applicant

Date

APPLICATION CHECKLIST

- Training Submitted Within 18 Months of Completion
Documentation of Training
Documentation of Observations/Co-mediations/Mediations
Registration/Application Fee payable to Georgia Office of Dispute Resolution
Signature Page

Return completed application, supporting documents, and fees to:

Georgia Office of Dispute Resolution
Neutral Registration
244 Washington St. SW, Suite 300
Atlanta, GA 30334-5900
404-463-3788 Fax: 404-463-3790
www.godr.org
gaodr@godr.org

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# ADDENDUM TO APPLICATION FOR REGISTRATION OF NEUTRALS

## ADR RULES, APPENDIX B

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### **IV. PROCEDURE FOR APPLICANTS FOR REGISTRATION OR RENEWAL OF REGISTRATION WHO HAVE BEEN CONVICTED OF OR PLED GUILTY OR NOLO CONTENDERE TO A VIOLATION OF THE LAW, WHO HAVE BEEN DISCIPLINED BY A PROFESSIONAL ORGANIZATION, WHO HAVE HAD PROFESSIONAL PRIVILEGES CURTAILED, AND/OR WHO HAVE RELINQUISHED ANY PROFESSIONAL PRIVILEGE OR LICENSE WHILE UNDER INVESTIGATION AND/OR WHO DO NOT MEET COMPETENCY STANDARDS.**

A. Applicants for registration with the Georgia Office of Dispute Resolution must acknowledge the following information: (1) convictions of, guilty pleas to, or nolo contendere pleas to violations of the law, including traffic violations resulting in suspension or revocation of a driver's license and DUI offenses; (2) discipline by a professional organization; (3) curtailment of professional privileges, (4) relinquishment of any professional privilege or license while under investigation. An applicant against whom any of the above actions are pending shall likewise acknowledge this fact.

B. Upon request of the Georgia Office of Dispute Resolution, the applicant must amend his/her application to provide (1) information concerning the background of the offense which led to conviction, plea, discipline, curtailment of professional privileges and/or relinquishment of professional privilege or license; (2) information concerning the length of time which has elapsed since the conviction, plea, discipline, curtailment and/or relinquishment; (3) the age of the applicant at the time of the conviction, plea, discipline, curtailment and/or relinquishment; and (4) evidence of rehabilitation since the conviction, plea, discipline, curtailment and/or relinquishment.

C. The applicant may be asked to appear before the Committee on Ethics of the Georgia Commission on Dispute Resolution to discuss the information contained within the application. The Committee on Ethics will make a determination as to whether the applicant should be registered or have registration renewed.

D. If an applicant for registration or renewal of registration fails to acknowledge (1) that he/she has been convicted of or pled guilty or nolo contendere to a violation of the law, including traffic violations resulting in suspension or revocation of a driver's license and DUI offenses; (2) that he/she has been disciplined by a professional organization; (3) that he/she has had his/her professional privileges curtailed; (4) that he/she has relinquished any professional privilege or license while under investigation; or (5) that any such actions are pending, the Georgia Office of Dispute Resolution will immediately notify the applicant for registration or renewal of registration that he/she will be denied registration or renewal of registration or, if currently registered, removed from registration by the Georgia Office of Dispute Resolution.

E. An adverse decision of the Committee on Ethics may be appealed to the full Commission within thirty days of the date of such decision. The Commission may grant a hearing to the applicant.

### **V. REMOVAL FROM REGISTRATION.**

A. A neutral who (1) has been convicted of or pled guilty or nolo contendere to a violation of the law, including traffic violations resulting in suspension or revocation of a driver's license and DUI offenses; (2) has been disciplined by a professional organization; (3) has had his/her professional privileges curtailed; and/or (4) has relinquished any professional privilege or license while under investigation, may be removed from the registry of approved neutrals maintained by the Georgia Office of Dispute Resolution. A grievance concerning the ethical behavior of a neutral may result in that neutral being removed from the registry of approved neutrals maintained by the Georgia Office of Dispute Resolution.

B. Upon receiving information that a neutral has been convicted of or pled guilty or nolo contendere to a violation of the law as described above, been disciplined by a professional organization, had his/her professional privileges curtailed, or has relinquished any professional privilege or license while under investigation, or upon receiving a grievance concerning the behavior of a neutral, the Georgia Office of Dispute Resolution or the Georgia Commission on Dispute Resolution will refer the matter to the Committee on Ethics of the Georgia Commission on Dispute Resolution.

C. Both the neutral and the complainant may be asked to appear before the Committee on Ethics of the Georgia Commission on Dispute Resolution to discuss the complaint. The Committee on Ethics will make a determination as to whether the neutral should be removed from the registry. The Committee on Ethics will make written findings which will inform the neutral and the Commission of the basis of its decision.

D. An adverse decision of the Committee on Ethics may be appealed to the full Commission within thirty days of the date of such decision. The Commission may grant a hearing to the applicant.