Guidelines for the Civil Mediation Mentoring Program

1. Following the successful completion of a qualified mediation course of at least eighteen (18) hours, each applicant for admission to the Statewide Roster of Mediators for Civil, General Equity and Probate Matters should attend and observe at least two (2) R. 1:40-4 mediations of at least five (5) hours total duration. In the event that the two (2) mediation sessions were less than five (5) hours in duration, the applicant, in order to fulfill this requirement, would be required to attend additional sessions until the time requirement is met. Exceptions to this requirement may be made if an individual demonstrates that he or she has completed mediations in at least five (5) cases under R. 1:40-4 or comparable mediation program, or has satisfactorily completed at least 10 hours in an approved advanced mediation course.

2. The mediator/mentor shall be an approved mediator on the statewide roster of mediators who shall certify that they have completed at least fifteen (15) mediations under R. 1:40-4 or comparable mediation program. The AOC shall solicit volunteers meeting these requirements to serve as mentors. The mediator/mentor list shall be published on the Judiciary's website.

3. The mediator/mentor, in addition to permitting the applicant to fully observe all aspects of the process, shall meet with the applicant to describe the process and approach in advance of the session and to brief the applicant after the session, intending that this process be part of the education. The mediator/mentor shall make available the submissions of the parties and include the applicant on the telephonic conference call.

4. The mediator/mentor shall, no later than the telephonic conference call, obtain the parties’ consent to the applicant’s attendance during the mediation process. The applicant shall be firmly bound by the standards of mediator conduct, including without limitation, the confidentiality of the process, the conflict of interest provisions, as well the reasonable expectation of the parties.

5. There shall be no charge to the applicant, nor a fee collected by the applicant, for the sessions.

6. Following successful attendance at the mediation sessions of at least five (5) hours duration, the applicant shall certify his/her compliance to the AOC.

Source: approved by SCAC 5/20/03; changes to section 1 pursuant to amendment to R. 1:40-12 (b)(1) effective 9/1/04.