TENTH JUDICIAL DISTRICT ADR PROGRAM
COURT ROSTER MEDIATOR for SUFFOLK COUNTY COMMERCIAL DIVISION

APPLICATION FORM and INSTRUCTIONS

The Tenth Judicial District Alternative Dispute Resolution (ADR) Program is assembling a Court Roster of mediators for the Suffolk County Commercial Division.

Mediators will not be compensated for the first 3 hours spent in mediation. These first 3 hours may not include time spent in preparing for the mediation session(s). Thereafter, mediators will be paid at a rate of $300.00 per hour for mediation work unless otherwise agreed to by the parties and mediator. Billable time will include actual time spent in mediation session(s). Mediator responsibilities include:

- Coordinating with Court staff;
- Managing cases promptly and efficiently;
- Conducting mediation in accordance with the Model Standard of Conduct for Mediators (www.nycourts.gov/courts/comdiv/PDFs/NYCOUNTY/Attachment3.pdf);
- Preparing mediation agreements in a format acceptable to the Court;
- Completing a Disposition Report form for submission to the Court;
- Notifying the Court, in writing, if the parties do not participate in the mediation session.

Requirements for roster membership include admission to the Bar of the State of New York and those qualifications and training as required by Part 146 of the Rules of the Chief Administrative Judge. Applicants must submit this application to the Suffolk County District Administrative Judge's Office. Appointment to the Court Roster is at the discretion of the District Administrative Judge and his/her designee(s), in consultation with the Coordinator of the Unified Court System Office of Alternative Dispute Resolution. Admission will be based on each applicant's training, experience, education, and availability to mediate.

Mediators may be removed from the panel at the discretion of the District Administrative Judge in consultation with the Coordinator of the Unified Court System Office of Alternative Dispute Resolution. To be considered for the Tenth Judicial District Court Roster of Commercial Division mediators, please complete the enclosed application and return it to:

Suffolk County District Administrative Judge's Office
Attn: Kathleen M. Rea
400 Carleton Avenue
Central Islip, NY 11722-9080

- **Include a copy of your resumé or curriculum vitae.**
- Answer all questions completely.
- Inform your references that they may be contacted by the Tenth Judicial District Administrative Judge's Office.
- Sign and date the declaration at the end of the application.

ALTERNATIVE DISPUTE RESOLUTION PROGRAM
SUFFOLK COUNTY COMMERCIAL DIVISION

APPLICATION

COURT ROSTER MEDIATOR - COMMERCIAL MATTERS

A. General Information

Name: _____

Address: _____

_____

Phone: _____

Email: _____

Please check one:

☐ I meet the training and experience requirements as outlined in Part 146 of the Rules of the Chief Administrative Judge and am applying to be included on the Court Roster of Mediators for the Suffolk County Commercial Division.

☐ I do not meet the training requirement; however, I would like my application to be filed and to be informed of further training opportunities.

B. Education

(Please list in reverse chronological order. Attached additional pages, if necessary.)

School	Graduated?	Major or Type of Course	Degree Earned or Expected Date

List any professional licenses you hold and corresponding dates:

_____

_____

_____

C. Mediation Training

Please detail all mediation training you have taken (attach additional pages, if necessary):

Course*	Instructor(s)	Date of Completion	Total Hours

*Attach copies of certificates of completion for the above-referenced training(s). If no certificate is available, the review committee may request relevant syllabus or course materials or other documentation that will enable the committee to determine if the course meets the established requirements.

D. Mediation Experience

How many cases have you mediated in the last five (5) years? _____

Of these, how many involved commercial issues? _____

On a separate sheet, please provide a brief statement (one page) outlining your mediation experience.

Are you able to conduct mediation in a language other than English?

☐ Yes ☐ No

If yes, specify language(s) and level of proficiency:

_____

Answer all questions by placing an **X** in the appropriate column. If you answer "**YES**" to any of these questions, provide details on an attached sheet.	**Yes**	**No**
A) Except for minor traffic offenses and adjudications as a youthful offender, wayward minor or juvenile delinquent: i) Have you even been convicted of an offense against the law?		
ii) Have you ever forfeited bail or other collateral?		
iii) Do you now have any criminal charges pending against you?		
B) Have you ever received a discharge from the Armed Forces that was other than honorable?		
C) Have you ever been dismissed from any employment for reasons other than lack of work or funds?		
D) Are you currently in violation of a court order in any state for child or spousal support?		

E. Declaration

I affirm that all statements on this application (including any attached papers) are true. False statements made in this application package are punishable under the Penal Law (§210.45).

_____ _____

Signature of Applicant Date