

INSTRUCTIONS FOR OBTAINING CERTIFICATION TO MEDIATE IN THE WESTERN DISTRICT OF NORTH CAROLINA

Pursuant to Local Rule 16.3 if a Mediated Settlement Conference is ordered, the ADR proceeding shall be governed by and a mediator shall be selected in accordance with the Rules Governing Mediated Settlement Conferences in Superior Court Civil Actions promulgated from time to time by the North Carolina Supreme Court pursuant to N.C.G.S. Sect. 7A-38. Under these Rules mediators selected by the parties must be certified pursuant to these Rules or the parties may nominate a non-certified mediator who must be approved by the Court. To be certified to mediate by the N.C. Administrative Office of the Courts a person must:

- (1) Have completed a minimum of 40 hours in a Trial Court Mediation Training Program certified by the N.C. Administrative Office of the Courts;**
- (2) Be a member in good standing of the N.C. State Bar and have at least five years experience as a judge, practicing attorney, law professor, or mediator or equivalent experience;**
- (3) Observe two civil trial court mediated settlement conferences conducted by a mediator certified either in the State of N.C. or in any other state with comparable certification requirements to those outlined in the Rules;**
- (4) Demonstrate familiarity with the statute, rules, and practice governing mediated settlement conferences in N.C.;**
- (5) Be of good moral character and adhere to any ethical standards hereafter adopted by this Court;**
- (6) Submit proof of qualifications set out in N.C.G.S. Sect. 8 on a form provided by the N.C. Administrative Office of the Courts;**
- (7) Pay all administrative fees established by the N.C. Administrative Office of the Courts;**
- (8) Agree to mediate indigent cases without pay.**

After obtaining your certification, please submit the following forms to the Court and your name will be added to our database of Certified Mediators for the U.S. District Court for the Western District of N.C. Please send your completed forms to:

**Terry T. Leitner, Chief Deputy Clerk
U.S. District Court
Rm. 210, 401 W. Trade Street
Charlotte, NC 28202**

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NORTH CAROLINA**



TYPE/PRINT

Name:

Address:

Telephone Numbers:

(WORK)

(HOME)

I am available to be a mediator for mediated settlement conferences ordered by the United States District Court for the Western District of North Carolina in accordance with criteria set out in the Local Rules of the Court.

Signature of Mediator

Date

**FEDERAL MEDIATOR PROFILE
UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF NORTH CAROLINA**

INSTRUCTIONS: Type all responses in black. You may attach a resume or vitae.

NAME: _____

FIRM: _____

ADDRESS: _____

TELEPHONE: (Office) _____ **(Home)** _____

S.S. NUMBER: _____

DATE OF BIRTH: _____

DATE OF N.C. CERTIFICATION: _____

YEARS EXPERIENCE IN DISPUTE RESOLUTION: _____

PLEASE LIST AREAS OF LAW IN WHICH YOU HAVE SIGNIFICANT EXPERIENCE:

DESCRIPTION OF EDUCATION AND EXPERIENCE IN DISPUTE RESOLUTION:

Attach additional information if necessary.