

Guidelines for the Civil Mediation Mentoring Program

1. Following the successful completion of a qualified mediation course of at least forty (40) hours, each applicant for admission to the Roster of Mediators for Civil, General Equity and Probate Cases should attend and observe at least two (2) Superior Court Law Division– Civil Part or Chancery Division–General Equity or Probate Part *R. 1:40-4* and *-6* 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.
2. The mediator mentor shall be an approved mediator on the Roster of Mediators for Civil, General Equity and Probate Cases who shall certify that they have completed at least fifteen (15) mediations under *R. 1:40-4* and *-6* or comparable mediation program. The approved mediator mentors 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 completion of the required mentoring sessions, the applicant shall certify his/her compliance to the Civil Practice Division of the Administrative Office of the Courts by providing the name(s) of mentor(s), dates of each session, number of hours of each session, and the case names/docket numbers.

Source: approved by SCAC 5/20/2003; changes to section 1 pursuant to amendment to *R. 1:40-12(b)(1)* effective 9/1/2004; changes to section 1 pursuant to amendments to *R. 1:40-12(b)(1)* effective 9/1/2015.