

## Queens County Supreme Court, Commercial Division Alternative Dispute Resolution Program

### Mediator Application<sup>1</sup>

The Commercial Division's Alternative Dispute Resolution Program offers mediation in cases referred by Justices of the court or in cases submitted by parties on consent. Those who wish to become mediators must (i) have successfully completed a minimum of 40 hours of mediation training in an OCA-sponsored or OCA-recognized training program and (ii) have recent mediation experience, and (iii) commercial law experience or equivalent subject matter expertise deemed appropriate by the Administrative Judge. Training in arbitration does not suffice.

For other prerequisites, please review Part 146 of the Rules of the Chief Administrative Judge on Guidelines for Qualifications and Training of ADR Neutrals Serving on Court Rosters, located at <http://www.nycourts.gov/rules/chiefadmin/146.shtml>

Mediators who join the Roster must be willing to handle two matters each year on a pro bono basis. Mediators who have satisfied their pro-bono service requirement for a given year may require the parties to pay reasonable compensation.

From time to time, the Division sponsors a commercial mediation course. Persons who lack the required training may apply to become mediators. The Division will retain the application on file until the next training course sponsored by the Division, which the applicant, if otherwise qualified, may be able to attend, space permitting.

Each applicant is requested to provide the information called for below and may attach additional sheets if needed. Alternatively, the applicant may submit a resume and cover letter provided that those documents contain answers to the following questions:

1. **BASIC INFORMATION:** Please provide name, firm or organization name and address, phone and fax numbers and email address.

---

<sup>1</sup> Updated on October 7, 2009, to include requirements of Part 146 of the Rules of the Chief Administrative Judge, located at <http://www.nycourts.gov/rules/chiefadmin/146.shtml>

2. **ADMISSIONS:** If applicable, please list the year of your admission to the New York Bar, and the names of any other jurisdictions or courts where you are admitted to practice and the year of admission.

3. **EDUCATION:** Please list any undergraduate, graduate, and legal or other degrees, educational institutions from which degrees were earned, and the year you obtained the degree(s).

4. **PROFESSIONAL BACKGROUND AND EXPERIENCE:** Please summarize your professional background and experience. With respect to the firm or organization for which you currently work and those for which you previously worked, please list your position, the years of employment there and a summary of the type of work performed, including areas of specialization.

5. **PUBLICATIONS/PRESENTATIONS:** Please list relevant publications that you authored or relevant presentations that you have given.

6. **MEDIATION EXPERIENCE:** Please list all training programs in mediation for prospective mediators that you have attended, including a description of the program (e.g., basic mediation training, commercial mediation training), the number of hours of each course, and the entity that presented the program. Please state whether you have been certified as a mediator and provide details. If you are currently serving as a mediator, please identify the court or organization where you serve. If possible, please provide a reasonable estimate of the number of mediations for which you have served as mediator and the number of mediations in which you have represented a party.

7. **OTHER RELEVANT TRAINING OR EXPERIENCE:** Please describe any other training or experience you believe enables you to serve as a mediator in commercial matters.

Thank you very much for taking the time to complete this form and for your interest in our ADR Program.

Please complete and send this form to Program Administrator Tracy Catapano-Fox, Esq., at [tcfox@courts.state.ny.us](mailto:tcfox@courts.state.ny.us) or by fax at 718-298-1099, or by mail, 88-11 Sutphin Boulevard, 5<sup>th</sup> FL, Jamaica, NY 11435.

06/01/2007