

PRO BONO MEDIATION PANEL REQUIREMENTS

QUALIFICATION PROCESS

The following minimum qualifications are *required prior to submitting an application* to join the Court's Pro Bono Mediation Panel.¹

A. ALL APPLICANTS

A minimum of 40 hours mediation training in the following areas:

1. Core/Classroom Training

A minimum of 20 hours training from a single mediation training provider whose curriculum includes the following content:

- a. Principles of Alternative Dispute Resolution, including mediation theories and styles
- b. Confidentiality
- c. Ethics
- d. Initiating the mediation process – convening, opening
- e. Managing the mediation process – negotiating, caucus strategies, managing parties/relationships, managing content
- f. Effective communication techniques – between parties and mediator and between parties
- g. Managing challenges in dealing with different cultures, gender differences, language barriers, and other unique situations
- h. Methods for breaking impasse
- i. Methods of bringing closure to the process – emotional and documentary

2. Practical Training

- a. A minimum of 10 hours mediating the litigated case training, which may include role play, observation and lecture, from a single training provider (the provider may be the same one used to complete Part A.1. or it may be a different provider); and
- b. Completion of 5 mediations (either litigated cases or community-based cases) that are at least two hours in length.

B. NON-ATTORNEY APPLICANTS

In addition to the requirements in Part A., the following requirements must be met:

1. Bachelor's degree from an accredited college or university.
2. A minimum of 3 hours litigation nuts and bolts training from a single training provider (the provider may be the same one used to complete Part A.1. and/or A.2. or it may be a different provider) whose curriculum includes legal terminology, and litigation processes, rules, and procedures.

¹Please note that there are additional requirements to join the Court's Party Pay Mediation Panel, which are set forth in a separate document.

APPLICATION PROCESS FOR NON-PANEL MEMBERS

The following items must be provided at the time of application to the Pro Bono Mediation Panel.

A. ALL APPLICANTS

1. Completed Application for Appointment to ADR Panel (LAADR006), available at www.lasuperiorcourt.org/adr. The application requires information about the applicant's demonstrated experience in the areas of law or subject-matter selected to mediate.
2. Certificate of completion of Core/Classroom Training required in part A.1 of the Qualification Process section.
3. Certificate of completion of Practical Training required in part A.2 of the Qualification Process section.
4. Completed LASC Security Clearance. (State Bar membership that includes a background check satisfies this requirement.)
5. Completed Request for Live Scan Service (BCII 8016). (State Bar membership that includes fingerprinting satisfies this requirement.)

B. ATTORNEY APPLICANTS

In addition to the requirements in part A., proof of membership in good standing with a State Bar must be provided.

C. NON-ATTORNEY APPLICANTS

In addition to the requirements in part A., the following must be provided:

1. Copy of bachelor's diploma from accredited university or college.
2. Proof of membership in good standing with all applicable licensing agencies.
3. Certificate of completion of legal nuts and bolts training required in part B. of the Qualification Process section.

APPLICATION REVIEW

The application review includes:

- A. Qualifying evaluation of education, training, experience, and background based upon submitted application materials
- B. Successful clearance of LASC background check and fingerprinting. (State Bar membership that includes a background check and fingerprinting satisfies the latter requirement.)

Acceptance to the panel is based on the needs of the court and is not guaranteed.

REQUIREMENTS FOR PANEL MEMBERS

Each pro bono panelist must:

1. Submit the completed ADR Neutral Confirmation (LAADR054) certifying awareness of and agreement to comply with all statutes, rules, policies, procedures, and processes related to LASC mediation, including the Rules of Conduct for Mediators in Court-Connected Mediation Programs.
2. Attend the first available LASC Court-Annexed ADR Neutral Orientation. NOTE: No assignments will be made until this requirement has been met.
3. Maintain a place of business to conduct mediations, or have the ability to conduct mediations in an attorney's or client's place of business. If the place of business is the mediator's home, the mediator must have space to accommodate confidential discussions and have technological support commensurate with running a business (e.g., a separate telephone line that is answered in a timely fashion by the mediator or his/her staff). Indicate if place of business is ADA compliant.
4. Participate in the Pro Bono Mediation Panel by making himself/herself available to accept a minimum of one (1) case per month and actually mediating at least two (2) court cases assigned from the panel per year.
5. Agree to be observed by and receive feedback from the ADR Administrator or designee at any time during an assigned Court mediation.
6. Attend 15 hours of continuing mediation training every three years.
7. Submit every three years thereafter:

A short form application indicating changes related to applicant's experience, licensing, education, and other pertinent areas;

Certificates of completion demonstrating compliance with the continuing education requirement for each year after the initial application is accepted; and

Proof of membership in good standing with the State Bar and/or other applicable licensing agencies.

Any neutral inactive for one (1) year will be removed from the panel. The neutral may reapply for appointment in accordance with the requirements set forth above.