

STATE OF MAINE JUDICIAL BRANCH
OFFICE OF COURT ADR ROSTER APPLICATION

***PLEASE NOTE:** All information through Section N will appear in the public directory of neutrals if you are accepted to one or more of the Superior Court ADR Rosters.

A. CONTACT INFORMATION

Name: _____
Business address: _____
City: _____ State: _____ Zip code: _____
Business telephone: _____ Business e-mail address: _____

B. REQUESTED COURT ADR ROSTER(S)

Please mark (X) the Court ADR roster(s) for which you are applying. You may apply for as many of the rosters as you wish. Your qualifications will be evaluated separately for each roster.

- | | |
|---|--|
| ☐ Superior Court Mediation Roster | ☐ Family Matters Mediation Roster |
| ☐ Superior Court Non-Binding Arbitration Roster | ☐ Small Claims Mediation Roster |
| ☐ Superior Court Early Neutral Evaluation Roster | ☐ Forcible Entry and Detainer Roster |
| | ☐ Debt Collection Mediation Roster |
| | ☐ District Court Civil Mediation Roster |
| | ☐ Land Use/Environmental Roster |

C. EDUCATIONAL BACKGROUND

<u>Degree</u>	<u>Institution</u>	<u>Location</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. EMPLOYMENT AND EXPERIENCE

Please state your current employment: _____

Please describe your professional experience and employment history relevant to dispute resolution, including years of experience, type of practice, special skills and community service: _____

Do you have experience as a neutral in multi-party disputes (more than three parties)? If yes, please describe:

E. FORMAL DISPUTE RESOLUTION TRAINING

Please list your training in mediation, arbitration, neutral evaluation skills or other ADR processes relevant to the ADR Rosters for which you are applying (attach additional sheets if necessary) Please attach certificate of completion for mediation process skills training:

Date	Course/Program	Sponsor	Hours

TOTAL HOURS: _____

F. OTHER ADR PANELS AND ROSTERS ON WHICH YOU SERVE

Please list other ADR panels or rosters on which you serve:

Panel/Roster	Sponsoring Agency/Organization	Date Admitted

G. EXPERIENCE AS A NEUTRAL

Please describe your experience as a mediator, arbitrator and early neutral evaluator in the last five (5) years:

Process Conducted	Area/Type of Case	Cases/Hours

TOTAL HOURS: _____

H. CONTENT AREA EXPERIENCE AND TRAINING

1. If you are applying for the Family Matters Mediation Roster:

a. Please describe your training in handling domestic abuse issues: _____

TOTAL HOURS: _____

b. Please describe your training or experience in Maine divorce and family law:

TOTAL HOURS: _____

2. If you are applying for the Small Claims Mediation Roster, please describe your training or experience in Maine consumer or debtor/creditor law: _____

TOTAL HOURS: _____

3. If you are applying for the Land Use Mediation Roster, please describe your training or experience in the land use field: _____

TOTAL HOURS: _____

4. If you are applying for the Forcible Entry and Detainer Mediation Roster, please describe your training or experience in Maine eviction and landlord-tenant law: _____

TOTAL HOURS: _____

5. If you are applying to the Debt Collection Mediation Roster, please describe your training or experience in Maine debt collection law: _____

TOTAL HOURS: _____

6. If you are applying for either the Superior Court Mediation Roster or District Court General Civil, please describe your training or experience in general civil law and court procedures: _____

TOTAL HOURS: _____

7. If you are applying for the Superior Court Non-Binding Arbitration or Early Neutral Evaluation Rosters, do you have the ability to conduct an evidentiary hearing? Please describe your relevant background and skills.

I. DISTRICT COURTS IN WHICH YOU ARE WILLING TO WORK

(Mediation in Family Matters, Small Claims, Forcible Entry and Detainer, Debt Collection, and General Civil Litigation)

Please mark (X) the District Courts in which you are willing to conduct mediations:

- | | | | | | |
|------------------------------------|---|------------------------------------|---------------------------------------|--------------------------------------|-------------------------------------|
| ☐ Augusta | ☐ Calais | ☐ Fort Kent | ☐ Madawaska | ☐ Rockland | ☐ Waterville |
| ☐ Bangor | ☐ Caribou | ☐ Houlton | ☐ Millinocket | ☐ Rumford | ☐ West Bath |
| ☐ Belfast | ☐ Dover-Foxcroft | ☐ Lewiston | ☐ Newport | ☐ Skowhegan | ☐ Wiscasset |
| ☐ Biddeford | ☐ Ellsworth | ☐ Lincoln | ☐ Portland | ☐ South Paris | |
| ☐ Bridgton | ☐ Farmington | ☐ Machias | ☐ Presque Isle | | |

J. SUPERIOR COURTS IN WHICH YOU ARE WILLING TO WORK (Superior Court ADR and Land Use Mediation only)

Please mark (X) the counties in which you are willing to conduct ADR:

- | | | | |
|---------------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|
| ☐ Androscoggin | ☐ Hancock | ☐ Oxford | ☐ Somerset |
| ☐ Aroostook | ☐ Kennebec | ☐ Penobscot | ☐ Waldo |
| ☐ Cumberland | ☐ Knox | ☐ Piscataquis | ☐ Washington |
| ☐ Franklin | ☐ Lincoln | ☐ Sagadahoc | ☐ York |

K. PRO BONO SERVICE

Rostered neutrals in Superior Court may be required to serve without a fee in up to two cases per year. Are you willing to take up to two pro bono cases per year? ☐ Yes ☐ No

L. SUPERIOR COURT ADR CASE TYPES AND FEES

(A fee must be included for listing in ADR Directory.)

1. If you are applying to the **Superior Court Mediation Roster**:

Please mark (X) the types of cases in which you are willing to serve as a mediator:

- | | | |
|--|--------------------------------------|--|
| ☐ Construction | ☐ Employment | ☐ Real estate |
| ☐ Commercial | ☐ Insurance | ☐ Tort |
| ☐ Contract | ☐ Malpractice | ☐ Other (specify) _____ |
| ☐ Personal injury | | |

Your mediation fees (including travel rate, if applicable): _____

2. If you are applying to the **Superior Court Arbitration Roster**:

- | | | |
|--|--------------------------------------|--|
| ☐ Construction | ☐ Employment | ☐ Real estate |
| ☐ Commercial | ☐ Insurance | ☐ Tort |
| ☐ Contract | ☐ Malpractice | ☐ Other (specify) _____ |
| ☐ Personal injury | | |

Your arbitration fees (including travel rate, if applicable): _____

3. If you are applying to the **Superior Court Early Neutral Evaluation Roster**:

Please mark (X) the types of cases in which you are willing to serve as an evaluator:

- | | | |
|--|--------------------------------------|--|
| ☐ Construction | ☐ Employment | ☐ Real estate |
| ☐ Commercial | ☐ Insurance | ☐ Tort |
| ☐ Contract | ☐ Malpractice | ☐ Other (specify) _____ |
| ☐ Personal injury | | |

Your early neutral evaluation fees (including travel rate, if applicable): _____

M. REFERENCES

Please list two persons who are familiar with your ADR services. For Superior Court rosters, these persons may be contacted by parties who are looking for a neutral:

1. Name: _____ Company: _____
Telephone: _____ Email: _____
2. Name: _____ Company: _____
Telephone: _____ Email: _____

N. PROFESSIONAL ORGANIZATIONS

Are you a member of any professional organization of neutrals (e.g., Maine Association of Mediators, Maine State Bar Association ADR Section, Association for Conflict Resolution, National Academy of Arbitrators, American Bar Association Dispute Resolution Section)? If yes, please specify: _____

O. PROFESSIONAL BACKGROUND REVIEW

PLEASE NOTE: All applicants must also submit the form entitled "Background Investigation Information."
No application is complete without that additional form.

Are you an attorney? ☐ Yes ☐ No

If yes, in which states are you licensed to practice? _____

Date(s) of admission: _____

Are you licensed or certified by any professional board or similar entity? ☐ Yes ☐ No

If yes, in what states are you licensed or certified, and what is your license or certification? _____

Date(s) of licensing or certification: _____

Have you been removed, suspended, reprimanded or otherwise discipline by a licensing board, professional organization or governmental tribunal? ☐ Yes ☐ No

If your answer is yes to either of the two previous questions, please provide full details on a separate sheet, including any information you believe may be helpful to the CADRES Director or CADRES Committee in evaluating your application.

P. AFFIRMATIONS, CONDITIONS OF APPLICATION AND RELEASE

I understand that any misrepresentation in my application may constitute a basis for the rejection of my application or removal of my name from any ADR Roster of the Court Alternative Dispute Resolution Service. I understand that if my application is preliminarily accepted, CADRES will request the Office of Judicial Marshals of the Administrative Office of the Courts to conduct a background investigation, including, but not limited to, an inquiry and documentation of and criminal or motor vehicle arrest and conviction records.

I affirm that I have the competence to undertake the processes for the rosters to which I have applied. If rostered, I will comply with the Code of Conduct, rules, regulations, and policies of CADRES, the Maine Judicial Branch and the State of Maine.

I understand that a copy of this form will be made available to the public if requested and that the information provided through Section N above will be included in a public website directory of rostered neutrals if I am accepted to one or more of the Superior Court ADR Rosters.

I hereby affirm that the information provided by me on this application form is accurate and complete under penalty of law.

Signature: _____ Date: _____

PLEASE RETURN THIS APPLICATION TO:

OFFICE OF COURT ADR, P.O. BOX 4820, PORTLAND, ME 04112

FOR MORE INFORMATION, PLEASE CONTACT:

**DIANE E. KENTY, DIRECTOR
207-822-0719
diane.kenty@courts.maine.gov**