

CIRCUIT COURT OF THE STATE OF OREGON
Fourth Judicial District

GUIDELINES FOR MEDIATOR APPLICANTS

Applying for inclusion on the
MULTNOMAH COUNTY COURT
MEDIATOR ROSTER

MULTNOMAH COUNTY MEDIATION COMMISSION

In the summer of 2007, the Presiding Judge of the Multnomah County Circuit Court signed an order creating a Mediation Commission, which held its first meeting on September 6, 2007. The Commission was formed in order to facilitate compliance with the Chief Justice Order (CJO) 05-028, signed on August 1, 2005, which defines the requisite training and experience for designation as a court-connected mediator.

See: [http://www.ojd.state.or.us/web/OJDPublications.nsf/Files/5cER001sh.pdf/\\$File/05cER001sh.pdf](http://www.ojd.state.or.us/web/OJDPublications.nsf/Files/5cER001sh.pdf/$File/05cER001sh.pdf)

The Mediation Commission has as its charge (1) to design application forms for mediators to be listed on an approved roster of court-connected mediators; (2) to set up a system for evaluating the qualifications of applicants; (3) to evaluate individual applicant's qualifications; and (4) to recommend to the Presiding Judge applicants who have met the requirements.

MEDIATOR ROSTER

The mediator rosters are intended to provide a service both to the public who may be seeking a mediator and to the mediators who are practicing in these areas. Being included in the court listing does not constitute a recommendation by the court. It simply indicates that those mediators included have met the requirements for court-connected mediators as outlined by the 2005 CJO.

The rosters are accessible to the public on the Court's Internet website. If you qualify, your listing on the roster(s) will include only the contact and other information included in the shaded areas on the application, exactly as you provide it. Your entire application will be available to the public, upon request, at the Multnomah County Courthouse.

APPLICATION PROCESS

Because of differing requirements outlined in the CJO, applicants (and applications) are divided into three general categories: (1) Civil Case Mediation and (2) Domestic Relations Mediation, and Probate Mediation. The application for Domestic Relations Mediation is further subdivided into Custody and Parenting Mediation, and Domestic Relations Financial Mediation.

Instructions for completing the applications(s):

- The application must be completed in full
- Once completed, use the "Send Completed Form Data To The Courts Via E-Mail" button on the last page of the application to create an e-mail to the courts (e-mail address is added automatically) with the form's data file as an attachment. It is strongly recommended that you add your e-mail address as a recipient to this e-mail. The court will not process your application until it has received this data file via e-mail. If the original message has not been received by the Court, your copy of the message can be forwarded in its place.
- Print, sign, and mail the completed application to the address on the last page of each application form.
- If you wish, you may save the completed PDF application on your computer, or make a copy of the printed form for your records.
- Absolutely no handwritten applications will be accepted.

Please be aware that submission of this application does not guarantee you will be included on the list of approved court-connected mediators for Multnomah County. A process of review will occur and final approval by the Presiding Judge or his/her designee is required.

You will be notified of the status of your listing and your listing will appear on the website in approximately 90 days following the submission of your completed application.

If you have questions, please contact the Mediation Coordinator office (contact information is listed on the last page of the application form).