



9<sup>TH</sup> JUDICIAL ADMINISTRATIVE DISTRICT  
OFFICE OF DISPUTE RESOLUTION

**PROCESS FOR BEING ADDED TO THE 9<sup>th</sup> JAD ODR ROSTER OF MEDIATORS**

1. SUBMIT AN APPLICATION: (<http://www.adr9.com>) along with proof of registration with the Georgia Office of Dispute Resolution in the categories in which you wish to mediate. (NOTE: if you plan to mediate Domestic Cases you must have completed the Specialized Domestic Violence training.) Please do not submit an application if you do not meet **all** requirements in this document. All applications must be submitted to the office either in person or by USPS. (No document sent via email or fax will be considered.)

To be considered for **General Civil** cases mediators must be a member in good standing with the State Bar of Georgia; or, have a law degree, or a graduate degree in finance, business or closely related field, and court experience. (A minimum of three (3) years of court experience and Bachelor's degree may be considered by the Director as a substitute for graduate education requirement.) To be considered for **Domestic** cases mediators must be a member in good standing with the State Bar of Georgia; or, have a law degree, or a graduate degree in psychology, counseling or closely related field, and court experience. (A minimum of five (5) years of court experience and bachelor degree may be considered by the Director as a substitute for graduate education requirement.) **All Domestic Mediators** must have completed the Domestic Violence training and have attended the Divorcing Parents Seminar. Again, please do not submit an application if you do not meet all requirements.

2. ATTEND ORIENTATION: Once your application is on file, we will send you an invitation to the next orientation once it is scheduled. If your address or contact information should change, please send a new application. We offer orientation at least one time per year.

3. SCHEDULE OBSERVATION: Prior to being added to our roster, every mediator should schedule a mediation within the 9<sup>th</sup> Judicial District, and then contact our office to request an observer attend. The mediator must request approval from all parties in the case prior to scheduling observation. Please do not contact our office to schedule a case for you.

4. MARKETING: Our office receives neutral applications almost daily requesting to be added to the roster. This does not mean you will not be considered. It just means there are a large number of people wanting to be included on our roster. Because of this, we must be selective. We place emphasis on experience and education. The majority of our mediators are attorneys or senior judges, and we are loyal to the neutrals already on the roster. So when scheduling cases, we give priority to mediators who are currently on our roster. We cannot guarantee you any cases – you must market yourself.