

Commercial Roster Application

The Alternative Dispute Resolution Program offers mediation and neutral evaluation in cases referred by Justices of the court or in cases submitted by parties on consent. Appointment to the court roster is at the discretion of the District Administrative Judge and his/her designee(s). Admission will be based on each applicant's training, experience, education and availability to mediate. Mediators may be removed from the panel at the discretion of the District Administrative Judge.

Neutral evaluators who wish to qualify for appointment to the Program's Roster must have successfully completed at least six hours of approved training in procedural and ethical matters related to neutral evaluation and be: (1) a lawyer admitted to practice law for at least five years who also has at least seven years of substantial experience in the area of Commercial Law; or (2) an individual who have served at least five years as a judge with substantial experience in the specific subject area of the cases that will be referred to them.

Mediators who wish to qualify for appointment to the Program's Roster must have successfully completed at least 40 hours of approved training as follows: (1) At least 24 hours of training in basic mediation skills and techniques; (2) At least 16 hours of additional training in the specific mediation techniques pertaining to the subject area of the types of cases referred to them; and (3) must also have recent experience mediating actual cases in the subject area of the types of cases referred to them.

Persons who wish to serve as both a mediator and neutral evaluator in the same matter must meet the qualifications and training specified above for both neutral evaluators and mediators. Any neutral who is a practicing attorney must be in compliance with Section 468-a of the Judiciary Law and CLE requirements.

These requirements are in accordance with [Part 146 of Rules of the Chief Administrative Judge](#).

Any neutral who join Nassau County's Commercial Division ADR Program Roster must be willing to comply with The Commercial Division ADR Program Rules regarding compensation. Specifically, neutrals must provide the first 4 hours of initial ADR free of charge. Thereafter, and in the event the parties consent to further ADR, neutrals may charge parties up to \$500/hour for time spent in ADR and for any additional preparation time needed beyond the initial session.

Applications to join the Roster will be accepted between January 1st and March 31st of the calendar year. Applications received outside this time period will be deferred for consideration to January 1st of the next calendar year. To apply, email the following to ADR Coordinator, Yvonne Marin, Esq., ymarin@nycourts.gov:

- a completed Application (submit additional sheets if needed) and certification;
- resumé, preferably in PDF format; and
- copies of CLE certificates demonstrating successful completion of applicable OCA-sponsored or OCA-recognized training programs, if available.

The 10th Judicial District—Nassau County serves a wide variety of litigants, including persons of varying age, race, ethnicity, national origin, gender, sexual orientation, physical or mental ability, religion, socioeconomic and family status. Neutrals with a wide variety of cultural and life experiences enrich the alternate dispute resolution process by bringing diverse perspectives to resolving disputes. To better serve our District's population and instill confidence in participants in the alternate dispute resolution process, the 10th JD is committed to attracting and retaining court-approved neutrals who represent a range of personal and professional backgrounds. Qualified applicants of diverse backgrounds and experiences are encouraged to apply for admission to the ADR Rosters in the 10th Judicial District.

COMMERCIAL MEDIATOR / NEUTRAL EVALUATOR APPLICATION

CONTACT INFORMATION

Name	Firm or Office
Business Address	
Phone (office, cell, fax)	Email/ Website/ Online Profile

ADR EXPERIENCE

Summarize any ADR experience, particularly in the last five years. State whether you have been certified as an ADR neutral and provide details. If you are currently serving as a neutral, please identify the capacity and court or organization where you serve. Please include details on your Commercial Law ADR experience, if any.

CURRENT ADR PRACTICE AREAS (check all applicable capacities based on training or experience)

Practice Area	Mediation	Arbitration	Early Neutral Evaluator
Matrimonial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Torts/ Personal Injury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surrogate's Practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADR TRAINING (approved training, annex certificates)

Course Provider	Course Content Description	Date and Number of Hours

PROFESSIONAL EXPERIENCE

Summarize legal or other professional experience, particularly in past five years, including teaching, type of work performed, any judicial or quasi-judicial experience. Please list any subject matter specialities.

ADR EXPERIENCE

Total number of mediations/ neutral evaluations you have conducted:

Total number of mediations/ neutral evaluations you have conducted as a co-neutral:

Total number of ADR proceedings you have observed:

Describe any mediation apprenticeships in which you have participated. If you have successfully completed an apprenticeship, please specify the date of completion.

FEES AND COMPENSATION

Please share your hourly rate(s) for mediation, neutral evaluation and preparation time:

Would you offer a fee schedule on sliding scale basis for qualifying parties?

Yes No

Describe (optional)

BAR ADMISSIONS (if applicable)

Bar	Admission Year	Department/ Jurisdiction

LEGAL AND OTHER PROFESSIONAL EDUCATION, LICENSE OR CERTIFICATION

Degree/License/Certification	School	Year Received

CONFERENCE CAPABILITIES

Remote video conference	<input type="checkbox"/>
Telephone conference	<input type="checkbox"/>
<input type="checkbox"/> Foreign language(s)	Language(s): Proficiency:
<input type="checkbox"/> Sign language	Type: Proficiency:
Other	

OTHER RELEVANT INFORMATION (e.g. publications, professional affiliations, awards, additional experience or skills)

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CERTIFICATION

I, _____, affirm that all statements on this application (including any attached papers) are true. I have reviewed Part 146 of the Rules of the Chief Administrative Judge on the statewide qualifications and training requirements for mediators **and neutral evaluators serving on court rosters and the Nassau County, 10th J.D. Court Rules** regarding compensation.¹ I agree to abide by these rules, including Section 146.5 of the Rules of the Chief Administrative Judge that requires neutrals to attend at least six hours of additional approved training relevant to their respective practice areas every two years.

[signature]

Date _____

Submit completed mediator profile, resume and supporting documentation, *via* email, to:

Yvonne R. Marin, Esq.
Court Attorney Referee
Alternative Dispute Resolution Coordinator
10th Judicial District- Nassau County
100 Supreme Court Drive, Room 295
Mineola, New York 11501
516-493-3330
ymarin@nycourts.gov

¹ <http://ww2.nycourts.gov/rules/chiefadmin/146.shtml#5>; Commercial Division – Nassau County Alternative Dispute Resolution Program http://ww2.nycourts.gov/courts/comdiv/nassau_ADR_Rules.shtml; Matrimonial Alternative Dispute Resolution Program (“MAP”) <https://www.nycourts.gov/LegacyPDFS/COURTS/10JD/nassau/Forms/Mat/mediation/NASSAU-COUNTY-MAP-PROGRAM-RULES.pdf>