

**SUPREME COURT, NEW YORK COUNTY  
COMMERCIAL DIVISION  
ALTERNATIVE DISPUTE RESOLUTION PROGRAM**

**APPLICATION TO JOIN ROSTER OF NEUTRALS**

**Eligibility Requirements:** In order to join the Roster of Neutrals of the Commercial Division Alternative Dispute Resolution Program, a person must (i) have at least ten years of experience as a practitioner of commercial law or, for accountants or business professionals, an equivalent level of experience; and (ii) have completed the training requirements of Part 146 of the Rules of the Chief Administrative Judge. Applications that do not satisfy these requirements will not be processed. Training may be obtained by attending courses approved by the Office of Court Administration as Part 146-compliant (see the address <http://www.nycourts.gov/ip/adr/Training.shtml>) or relevant bar association or CLE programs. Training in arbitration does not suffice.

Furthermore, Section 146.4(b) of Part 146 mandates that those seeking to mediate have recent experience as a commercial mediator. This requirement is interpreted in this county to mean that an applicant must, within the preceding two years, have served as a mediator in or observed three Commercial Division or other commercial mediations. Participation as counsel in mediation does not count towards fulfillment of this requirement. Applicants will have four months from the submission of this application form within which to satisfy this recent experience requirement.

**Service Requirements/Term:** Those who join the Roster of Neutrals must be available to handle at least three mediations each year for the Commercial Division, for non-Division Parts whose commercial cases the Administrative Judge has authorized to be included in the Program, and for any pilot mediation programs that include commercial cases. Neutrals must be willing to serve as mediator without charge for the first three hours of the mediation process. Admission to the Roster remains valid for two years from the date on which the Administrative Judge certifies the Roster.

**Continuing Legal Education:** Section 146.5 of Part 146 requires that each neutral attend at least six hours of additional approved training in commercial law every two years. Compliance with this requirement is a condition of each Neutral's continuation on the Roster. See Section 146.3(b).

**Additional Application Procedures:** The applicant must submit a resume, which should emphasize areas of expertise, and a cover letter highlighting any pertinent information called for by this form.

**Interview:** Each prospective mediator must satisfactorily complete an interview in order to join the Roster.

**Basic Information**

1.	Name:	Phone: _____
	Firm:	E-Mail: _____
	Address:	Fax: _____

2. Admissions Please list the year of your admission to the New York Bar and the names of any other jurisdictions or courts where you are admitted to practice and the year of admission.

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3. Education Please list the institution, degree received, and year of degree:

Undergraduate:

Graduate:

Law School:

4. Professional Background and Experience Please summarize your professional background and experience. With respect to the firm or organization for which you currently work and those for which you previously worked, list your position, the years of employment there and a summary of the type of work performed, including areas of specialization, with particular emphasis upon commercial work.

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5. Relevant Publications/Presentations Relevant publications written by you and presentations given by you:

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6. ADR Experience Please list all training programs for mediators that you have attended and for each provide a description of the program (e.g., basic mediation training, advanced commercial mediation training), the number of hours of each course, the year of the course, and the entity that presented it. State whether you have been certified as a mediator and provide details. If you are currently serving as a mediator, please identify the court or organization where you serve. Provide a reasonable estimate of the number of mediations for which you have served as mediator and the number in which you represented a party.

Nature of training:

Provider:

Year:

Hours:

Nature of training:

Provider:

Year:

Hours:

Additional Information: \_\_\_\_\_

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I hereby seek admission to the Commercial Division Panel of Neutrals for New York County. I understand that by signing below, I agree and commit, if called upon, to serve as a Neutral in three matters each year and to do so without charge for the first four hours of the mediation process.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_

Thank you very much for taking the time to complete this form and for your interest in our ADR Program.

COMMERCIAL DIVISION  
ALTERNATIVE DISPUTE  
RESOLUTION PROGRAM  
Supreme Court, New York County  
60 Centre Street, Room 148  
New York, New York 10007  
Phone: 212-256-7986

2/7/19