

8TH JUDICIAL DISTRICT ADR PROGRAM
COURT ROSTER ARBITRATOR FOR CIVIL MATTERS
APPLICATION FORM AND INSTRUCTIONS

The 8th Judicial District ADR Program is assembling a Court Roster of arbitrators to handle civil matters pending before the Court.

Arbitrators will not be compensated for the first two (2) hours spent in ADR. Thereafter, arbitrators, not employed by an agency having a contract with the Office of Court Administration, will be paid at the hourly rate they have listed on the Court Roster for arbitration work. Billable time will include actual time spent in arbitration sessions and up to one-half hour of pre or post preparation time for each scheduled session. Compensation exceeding \$1,500.00 is subject to prior court approval.

Arbitrators responsibilities may include:

- Coordinating with Court staff;
- Managing cases promptly and efficiently;
- Conducting arbitration in accordance with the procedural and ethical standards related to arbitrations;
- Preparing decisions and/or disposition forms in a format acceptable to the Court.

Requirements for roster membership include completion of at least six (6) hours of training in procedural and ethical matters related to arbitration and either be:

- 1) A lawyer admitted to the practice of law for at least five (5) years AND have at least five (5) years of substantial experience in the specific subject area of the cases that will be referred; OR
- 2) A Judge, JHO, Court Attorney-Referee or Confidential Law Clerk to a Judge AND have at least five (5) years of substantial experience in the specific subject area of the cases that will be referred; OR
- 3) A "Subject Matter Expert" defined as a professional with at least five (5) years of professional experience in the specific subject area of the cases that will be referred to arbitration.

Appointment to the Court Roster is at the discretion of the Administrative Judge of the Eighth Judicial District in consultation with the Coordinator of the Unified Court System's Office of Alternative Dispute Resolution Programs. Admission will be competitive and will be based on each applicant's training, experience, education, and availability to arbitrate. Applicants may be required to participate in an interview process before a review committee appointed by the Administrative Judge.

Arbitrators may be removed from the panel at the discretion of the Administrative Judge in consultation with the Coordinator of the Unified Court System's Office of Alternative Dispute Resolution Programs.

To be considered for the Eighth Judicial District Court Roster of Arbitrators, please complete the enclosed application and return it to:

Sheila Schwanekamp, Esq.
8th Judicial District ADR Program Administrator
One Niagara Plaza, 5th Floor
Buffalo, New York 14202

Include a copy of your resume or curriculum vitae including references along with your hourly rate. Please also indicate if you utilize a sliding fee scale in appropriate cases.

Answer all questions completely.

Inform your references that they may be contacted by the 8th District Administrative Judge's Office.

Sign and date the declaration at the end of the application.

8th JUDICIAL DISTRICT ADR PROGRAM

APPLICATION

Court Roster Arbitrator- Civil Matters

A. General Information

Name: _____

Address: _____

Phone: _____

Email: _____

- I meet the training and experience requirements outlined above and am applying to be included on the Court Roster of Arbitrators for Civil matters.

B. Education

(Please list in reverse chronological order. Attach additional pages if necessary):

School	Graduated?	Major or Type of Course	Degree earned or expected

List any professional licenses you hold:

C. Arbitration Training

Please detail all arbitration training you have taken (attach additional pages if necessary:)

Course	Instructor(s)	Date of Completion	Total Hours

Attach copies of certificates of completion for the above-referenced trainings. If no certificate is available, the review committee may request relevant syllabus or course materials or other documentation that will enable the committee to determine if the course meets the established requirements.

D. Arbitration Experience

How many cases have you arbitrated in the last five (5) years? _____

On a separate sheet, please provide a brief statement (one page) outlining your substantial experience in the specific subject area of cases that will be referred.

State the percentage of your practice that consists of representing:

Plaintiffs _____%

Defendants _____%

E. Professional Fee

Hourly Rate: \$_____

Sliding Fee Scale: Yes _____ No _____

<p>Answer all questions by placing an X in the appropriate column</p> <p>If you answer "YES" to any of these questions, provide details on an attached sheet</p>	YES	NO
<p>A) Except for minor traffic offenses and adjudications as youthful offender, wayward minor or juvenile delinquent:</p> <p>i) Have you ever been convicted of an offense against the law?</p>		
<p>ii) Have you ever forfeited bail or other collateral?</p>		
<p>iii) Do you now have any criminal charges pending against you?</p>		
<p>B) Have you ever received a discharge from the Armed Forces that was other than honorable?</p>		
<p>C) Have you ever been dismissed from any employment for reasons other than lack of work or funds?</p>		
<p>D) Are you currently in violation of a court order in any state for child or spousal support?</p>		
<p>E) Have you ever been subject to any disciplinary action concerning your current or any past profession?</p>		

I affirm that all statements on this application (including any attached papers) are true.

Signature of Applicant

Date