

**SUPREME COURT, CIVIL BRANCH
WESTCHESTER COUNTY**

Matrimonial Mediation Program
Westchester County Courthouse
111 Dr. Martin Luther King, Jr. Blvd.
White Plains, New York 10601

Mediator Application

The Westchester County Supreme Court's Matrimonial Mediation Program offers litigants access to divorce mediation. After an initial 90 minute free session, Mediators may charge the parties up to \$300/hour. Mediators are encouraged to work on a sliding scale to take into account the parties' financial circumstances. To apply to join the Roster of Neutrals as a Mediator, please review the program prerequisites and submit the information requested below.

I. PROGRAM PREREQUISITES¹

- Training: Completion of at least 60 hours of family mediation training in a training program recognized by the New York State Office of Court Administration ("OCA").

- Experience: At least four years of family mediation experience, including 250 hours of face-to-face mediation with clients and a minimum of 25 custody and visitation cases, and any other mediation training or experience deemed appropriate by the Court.

- NOTE: Cases involving financial issues will be referred only to those Mediators with knowledge of, training in and experience with financial aspects of divorce. Cases involving issues relating to decision-making for a child or parenting time with a child shall be referred only those Mediators with knowledge of, training in and experience with such issues.

- Continuing Education: Pursuant to Part 146 of the Rules of the Chief Administrative Judge, all mediators must attend at least six hours of additional approved training relevant to their respective practice areas every two years. See www.nycourts.gov/rules/chiefadmin/146.shtml

- The District Administrative Judge shall determine whether a person qualifies for inclusion on the Roster of Neutrals and whether a person seeking inclusion on the Roster has the requisite temperament, character, and discretion. Preference will be given to mediators who do not regularly appear as attorneys in the Matrimonial Part of Supreme Court, Westchester County. Continuing presence on the Court's Roster of Neutrals is subject to review by the District Administrative Judge. Neutrals may be removed from the Roster at the discretion of the District Administrative Judge.

¹ The training and qualifications guidelines for the Program exceed the minimum requirements established in Part 146 of the Rules of the Chief Administrative Judge. See www.nycourts.gov/rules/chiefadmin/146.shtml

II. APPLICANT INFORMATION:

- A. Please provide us with the information requested below and attach additional sheets if needed. ALTERNATIVELY, you may submit a resume and cover letter provided that those documents answer the following questions:
1. **BASIC INFORMATION:** Please provide name, firm or organization name and address, phone and fax numbers and email address.
 2. **ADMISSIONS:** If applicable, 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.
 3. **EDUCATION:** Please list any undergraduate, graduate, and legal or other degrees, educational institutions from which degrees were earned, and the year you obtained the degree(s).
 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, please list your position, the years of employment there and a summary of the type of work performed, including areas of specialization.
 5. **PUBLICATIONS/PRESENTATIONS:** Please list relevant publications that you authored or relevant presentations that you have given.

6. **MEDIATION EXPERIENCE:** Please list all training programs in mediation for prospective mediators that you have attended, including a description of the program (e.g., basic mediation training, divorce mediation training), the number of hours of each course, and the entity that presented the program. Please 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. If possible, please provide a reasonable estimate of the number of mediations for which you have served as mediator and the number of mediations in which you have represented a party.

7. **OTHER RELEVANT TRAINING OR EXPERIENCE:** Please describe any other training or experience you believe enables you to serve as a mediator in matrimonial matters.

Thank you for your interest in the Matrimonial Mediation Program. Please complete and send this application to:

Matrimonial Mediation Program
Westchester County Courthouse
111 Dr. Martin Luther King, Jr. Blvd.
White Plains, New York 10601

Attention: Honorable Alan D. Scheinkmann