



Administrative Office of the Courts

Foreclosure Diversion Program

125 Presumpscot Street (zip 04103)
P.O. Box 4820
Portland, Maine 04112-4820

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NOTICE OF RECRUITMENT:

Foreclosure Diversion Program Mediators

FROM: Laura Pearlman, Esq., Manager

DATE: March 21, 2013

The Foreclosure Diversion Program (FDP) is currently seeking qualified mediators to provide mediation in foreclosure cases as independent contractors.

The Foreclosure Diversion Program was established by the Maine Legislature in 2009 as set forth in 14 M.R.S. §6321-A. Its purpose is to assist homeowners and lenders in achieving mutually agreeable resolutions to mortgage foreclosure actions through the diversion process. Only mortgage foreclosure actions on certain owner-occupied residential property located within the State of Maine are eligible for mediation in the FDP.

Duties and Responsibilities of FDP Mediators:

FDP Mediators are expected to conduct mediation sessions with homeowners, lenders, and their representatives to address all issues of foreclosure. The issues include, but are not limited to: proof of ownership of the note and any assignments of the note; calculation of the sums due on the note for principal, interest, and any costs or fees; and possible reinstatement of the mortgage, modification of the loan, and restructuring of the mortgage debt. Mediators are also responsible for completing and filing financial forms and court-created mediation reports, which involve the use of word processing, spreadsheets, and database programs.

Skills/Experience/Training Required to adequately Perform Job Duties:

All persons eligible to be certified as mediators in the FDP shall:

1. Be educated and experienced in the professions of law, accounting, banking, or mediation; have work experience that includes foreclosures, credit and collections work; or have done work on behalf of creditors or debtors in actions to collect on mortgages, notes, or debts;
2. Have successfully completed orientation provided by the Foreclosure Diversion Program;

3. Have received a certificate of qualification to serve as mediators from the Foreclosure Diversion Program subject to such terms and conditions as deemed appropriate; and
4. Have a laptop computer that is compatible with court printers for use at all mediation sessions. In the alternative, mediators may use laptops or other portable computers and portable printers.

Pay and Benefits Information:

Mediators will be compensated at the rate of \$175 per half day of mediations conducted and \$300 per full day of mediation. A \$50 courtesy payment is provided in the event parties fail to appear. Mileage (after 20 miles), tolls and parking are reimbursed at the government rate.

No benefits are paid.

How to Apply: Complete the FDP Mediator application, along with a cover letter, and **MAIL** both to:

Maine Administrative Office of the Courts
Attn: Foreclosure Diversion Program
P.O. Box 4820
Portland, Maine 04112-4820

Or **HAND-DELIVER** the application and cover letter (between the hours of 8:00 a.m. and 4:30 p.m.) to:

Maine Administrative Office of the Courts
Attn: Foreclosure Diversion Program
125 Presumpscot Street
Portland, Maine

The application and cover letter may also be **EMAILED** to the FDP at FDMP@courts.maine.gov. The application packet must be emailed as an attachment in a portable document format (.pdf).

Application must be received by mail, hand delivery, or email no later than 4:30 PM on Tuesday, April 16, 2013. Incomplete or untimely applications will not be considered.