

**STATE OF MAINE JUDICIAL BRANCH**  
**OFFICE OF COURT ADR ROSTER APPLICATION**

**\*PLEASE NOTE:** All information through Section N will appear in the public directory of neutrals if you are accepted to one or more of the Superior Court ADR Rosters.

**A. CONTACT INFORMATION**

Name \_\_\_\_\_

Business address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Business telephone: \_\_\_\_\_ Business e-mail address: \_\_\_\_\_

Business fax: \_\_\_\_\_

**B. REQUESTED COURT ADR ROSTER(S)**

Please mark (X) the Court ADR roster(s) for which you are applying. You may apply for as many of the rosters as you wish. Your qualifications will be evaluated separately for each roster.

- |   |   |
|---|---|
| <input type="checkbox"/> Superior Court Mediation Roster                | <input type="checkbox"/> Family Matters Mediation Roster    |
| <input type="checkbox"/> Superior Court Arbitration Roster              | <input type="checkbox"/> Small Claims Mediation Roster      |
| <input type="checkbox"/> Superior Court Early Neutral Evaluation Roster | <input type="checkbox"/> General Civil Mediation Roster     |
|   | <input type="checkbox"/> Land Use/Environmental Roster      |
|   | <input type="checkbox"/> Forcible Entry and Detainer Roster |

**C. EDUCATIONAL BACKGROUND**

<u>Degree</u>	<u>Institution</u>	<u>Location</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**D. EMPLOYMENT AND EXPERIENCE**

Please state your current employment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your professional experience and employment history relevant to dispute resolution, including years of experience, type of practice, special skills and community service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have experience as a neutral in multi-party disputes (more than three parties)? If yes, please describe:

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**E. FORMAL DISPUTE RESOLUTION TRAINING**

Please list your training in mediation, arbitration, neutral evaluation skills or other ADR processes relevant to the ADR Rosters for which you are applying (attach additional sheets if necessary):

Date	Course/Program	Sponsor	Hours

TOTAL HOURS: \_\_\_\_\_

**F. OTHER ADR PANELS AND ROSTERS ON WHICH YOU SERVE**

Please list other ADR panels or rosters on which you serve:

Panel/Roster	Sponsoring Agency/Organization	Date Admitted

**G. EXPERIENCE AS A NEUTRAL**

Please describe your experience as a mediator, arbitrator and early neutral evaluator in the last five (5) years:

Process Conducted	Area/Type of Case	Cases/Hours

TOTAL HOURS: \_\_\_\_\_

**H. CONTENT AREA EXPERIENCE AND TRAINING**

**1. If you are applying for the Family Matters Mediation Roster:**

a. Please describe your training in handling domestic abuse issues: \_\_\_\_\_

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TOTAL HOURS: \_\_\_\_\_

b. Please describe your training or experience in Maine divorce and family law:

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TOTAL HOURS: \_\_\_\_\_

**2. If you are applying for the Small Claims Mediation Roster, please describe your training or experience in consumer or debtor/creditor law: \_\_\_\_\_**

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TOTAL HOURS: \_\_\_\_\_

**3. If you are applying for the Land Use Mediation Roster, please describe your training or experience in the land use field: \_\_\_\_\_**

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TOTAL HOURS: \_\_\_\_\_

**4. If you are applying for the Forcible Entry and Detainer Mediation Roster, please describe your training or experience in Maine landlord-tenant law: \_\_\_\_\_**

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TOTAL HOURS: \_\_\_\_\_

**5. If you are applying for the General Civil or Superior Court Mediation Roster, please describe your training or experience in general civil law and court procedures:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TOTAL HOURS: \_\_\_\_\_

**6. If you are applying for the Superior Court Arbitration or Early Neutral Evaluation Rosters, do you have the ability to conduct an evidentiary hearing? Please describe your relevant background and skills.**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**I. DISTRICT COURTS IN WHICH YOU ARE WILLING TO WORK**

**(Mediation in Family Matters, Small Claims, Forcible Entry and Detainer, General Civil Litigation)**

Please mark (X) the District Courts in which you are willing to conduct mediations:

- |                                    |   |                                    |                                       |                                      |                                     |
|------------------------------------|---|------------------------------------|---------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Augusta   | <input type="checkbox"/> Calais         | <input type="checkbox"/> Fort Kent | <input type="checkbox"/> Madawaska    | <input type="checkbox"/> Rockland    | <input type="checkbox"/> Waterville |
| <input type="checkbox"/> Bangor    | <input type="checkbox"/> Caribou        | <input type="checkbox"/> Houlton   | <input type="checkbox"/> Millinocket  | <input type="checkbox"/> Rumford     | <input type="checkbox"/> West Bath  |
| <input type="checkbox"/> Belfast   | <input type="checkbox"/> Dover-Foxcroft | <input type="checkbox"/> Lewiston  | <input type="checkbox"/> Newport      | <input type="checkbox"/> Skowhegan   | <input type="checkbox"/> Wiscasset  |
| <input type="checkbox"/> Biddeford | <input type="checkbox"/> Ellsworth      | <input type="checkbox"/> Lincoln   | <input type="checkbox"/> Portland     | <input type="checkbox"/> South Paris | <input type="checkbox"/> York       |
| <input type="checkbox"/> Bridgton  | <input type="checkbox"/> Farmington     | <input type="checkbox"/> Machias   | <input type="checkbox"/> Presque Isle | <input type="checkbox"/> Springvale  |                                     |

**J. SUPERIOR COURTS IN WHICH YOU ARE WILLING TO WORK**

**(Superior Court ADR and Land Use Mediation only)**

Please mark (X) the counties in which you are willing to conduct ADR:

- |                                       |                                   |                                      |                                     |
|---------------------------------------|-----------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Androscoggin | <input type="checkbox"/> Hancock  | <input type="checkbox"/> Oxford      | <input type="checkbox"/> Somerset   |
| <input type="checkbox"/> Aroostook    | <input type="checkbox"/> Kennebec | <input type="checkbox"/> Penobscot   | <input type="checkbox"/> Waldo      |
| <input type="checkbox"/> Cumberland   | <input type="checkbox"/> Knox     | <input type="checkbox"/> Piscataquis | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Franklin     | <input type="checkbox"/> Lincoln  | <input type="checkbox"/> Sagadahoc   | <input type="checkbox"/> York       |

**K. PRO BONO SERVICE**

Rostered neutrals in Superior Court may be required to serve without a fee in up to two cases per year. Are you willing to take up to two pro bono cases per year?  Yes  No

**L. SUPERIOR COURT ADR CASE TYPES AND FEES**

(A fee must be included for listing in ADR Directory.)

1. If you are applying to the **Superior Court Mediation Roster:**

Please mark (X) the types of cases in which you are willing to serve as a mediator:

- Construction                       Employment                       Real estate
- Commercial                           Insurance                           Tort
- Contract                               Malpractice                       Other (specify) \_\_\_\_\_
- Family Matters                      Personal injury

Your mediation fees (including travel rate, if applicable): \_\_\_\_\_

2. If you are applying to the **Superior Court Arbitration Roster:**

- Construction                       Employment                       Real estate
- Commercial                           Insurance                           Tort
- Contract                               Malpractice                       Other (specify) \_\_\_\_\_
- ~~Work & Trade~~                       Personal injury

Your arbitration (including travel rate, if applicable): \_\_\_\_\_

3. If you are applying to the **Superior Court Early Neutral Evaluation Roster:**

Please mark (X) the types of cases in which you are willing to serve as an evaluator:

- Construction                       Employment                       Real estate
- Commercial                           Insurance                           Tort
- Contract                               Malpractice                       Other (specify) \_\_\_\_\_
- Family Matters                      Personal injury

Your early neutral evaluation fees (including travel rate, if applicable): \_\_\_\_\_

**M. REFERENCES**

Please list two persons who are familiar with your ADR services. For Superior Court rosters, these persons may be contacted by parties who are looking for a neutral:

1. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**N. PROFESSIONAL ORGANIZATIONS**

Are you a member of any professional organization of neutrals (e.g., Maine Association of Mediators, Maine State Bar Association ADR Section, Association for Conflict Resolution, National Academy of Arbitrators, American Bar Association Dispute Resolution Section)? If yes, please specify: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**O. PROFESSIONAL BACKGROUND REVIEW**

**PLEASE NOTE: All applicants must also submit the form entitled "Background Investigation Information." No application is complete without that additional form.**

Are you an attorney?  Yes  No

If yes, in which states are you licensed to practice? \_\_\_\_\_

Date(s) of admission: \_\_\_\_\_

Are you licensed or certified by any professional board or similar entity?  Yes  No

If yes, in what states are you licensed or certified, and what is your license or certification? \_\_\_\_\_

\_\_\_\_\_  
Date(s) of licensing or certification: \_\_\_\_\_

Have you been removed, suspended, reprimanded or otherwise discipline by a licensing board, professional organization or governmental tribunal?  Yes  No

If your answer is yes to either of the two previous questions, please provide full details on a separate sheet, including any information you believe may be helpful to the CADRES Director or CADRES Committee in evaluating your application.

**P. AFFIRMATIONS, CONDITIONS OF APPLICATION AND RELEASE**

I understand that any misrepresentation in my application may constitute a basis for the rejection of my application or removal of my name from any ADR Roster of the Court Alternative Dispute Resolution Service. I understand that if my application is preliminarily accepted, CADRES will request the Office of Court Security Services of the Administrative Office of the Courts to conduct a background investigation, including, but not limited to, an inquiry and documentation of and criminal or motor vehicle arrest and conviction records. I attach a signed Background Investigation Information form for this purpose.

I affirm that I have the competence to undertake the processes for the rosters to which I have applied. If rostered, I will comply with the Code of Conduct, rules, regulations and policies of CADRES, the Judicial Branch and the State of Maine.

I understand that a copy of this form will be made available to the public if requested and that the information provided through Section N above will be included in a public directory of rostered neutrals if I am accepted to one or more of the Superior Court ADR Rosters.

I hereby affirm that the information provided by me on this application form is accurate and complete under penalty of law.

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

**PLEASE RETURN THIS APPLICATION TO:  
OFFICE OF COURT ADR, P.O. BOX 4820, PORTLAND, ME 04112**

**FOR MORE INFORMATION, PLEASE CONTACT:**

**DIANE E. KENTY, DIRECTOR  
207/822-0719  
diane.kenty@courts.maine.gov**

