



# 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 S. Pearlman, Esq., Manager

**DATE:** July 25, 2016

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

The FDP provides mediation in foreclosure actions of certain owner-occupied residential property within the State of Maine. FDP is governed by 14 M.R.S. § 6321-A and M.R.Civ.P. Rule 93. Its purpose is to assist homeowners and lenders in achieving mutually agreeable resolutions to mortgage foreclosure actions.

#### **Duties and Responsibilities of FDP Mediators:**

FDP Mediators conduct mediation sessions in courthouses 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/or restructuring of the mortgage debt. Mediators are also responsible for completing and submitting court-created mediation reports and other forms, including financial spreadsheets, which involve the use of word processing, spreadsheets, and database programs.

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

All persons eligible to serve as FDP mediators shall:

1. Be educated and experienced in the professions of law, real estate, 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 FDP;

3. Have a laptop or portable computer that is compatible with court printers for use at all mediation sessions. In the alternative, mediators may use their own portable printers in conjunction with their portable computers/laptops.

**Requirements to Join Roster:**

Following application process, selected applicants will join the FDP Mediator Roster only upon successful completion of:

- FDP Mediator orientation to be held in the Augusta area on November 1 - 2, 2016;
- Observation/co-mediation with experienced FDP mediator(s) and FDP Manager;
- Execution of Alternative Dispute Resolution (ADR) Provider contract with State of Maine Judicial Branch.

**Pay and Benefits Information:**

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

**How to Apply:** Download the FDP Mediation Application here:

[http://www.courts.maine.gov/maine\\_courts/fdp/forms/Application.FDP.Med16.07.25.pdf](http://www.courts.maine.gov/maine_courts/fdp/forms/Application.FDP.Med16.07.25.pdf).

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

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:

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](mailto: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, September 6, 2016.** Incomplete or untimely applications will not be considered.