Mentorship Policies and Procedures
The Mediation Department of the 12th Judicial Circuit

The Mediation Department of the 12th Judicial Circuit is committed to supporting the advancement of mediation and assisting new mediators, and provides observation and supervised mediation opportunities for mentees seeking to fulfill their mentorship requirements for County Civil, Dependency and Family mediation certification.

1) Family/Dependency Mediation Mentorship: Individuals seeking Family or Dependency mediation opportunities in Sarasota, Manatee, and DeSoto Counties may contact Maggie Pardi at (941) 749-3654 for scheduling.

2) County Civil Mentorship: Individuals seeking County Civil mediation opportunities in Sarasota or DeSoto Counties may contact Program Director Pam McLeod at (941) 861-7833 for scheduling. Individuals seeking County Civil mediation opportunities in Manatee County may contact Program Director Susan Gardner at (941) 749-3660 for scheduling.

3) The following policies and procedures apply for mentorship with the County Civil, Dependency, and Family Mediation Departments:

A. Due to limited resources and the great demand for mentorship opportunities, the Mediation Department is only able to provide you with a maximum of two scheduled days to observe or co-mediate with a minimum of two different certified mediators. Each day may provide more than one mediation opportunity. You may discuss the possibility and likelihood of observing or co-mediating multiple mediations on your scheduled day with the County Program director or Family mediator. Any additional opportunities are at the discretion of the Mediation Department.

B. Due to the irregularity and limited number of Dependency mediations scheduled, the mediation department will attempt to accommodate mentorship opportunities, if possible.

C. The Mediation Department cannot guarantee mediation opportunities, as mediations cancel or are rescheduled due to circumstances outside of the department’s control.

D. Mediations conducted by The Mediation Department are in many ways different than mediations conducted by private individuals. Individuals seeking mentorship opportunities are encouraged to visit the DRC’s website at www.flcourts.org for a list of certified mediators within their area. All duly certified mediators are required to allow, upon request, a minimum of two mediation observations or supervised mediations per year.

E. It is your responsibility to call the Mediation Department the afternoon prior to a morning mediation or the day of an afternoon mediation to ensure that the scheduled mediation has not been cancelled. The Mediation Department is not able to call to inform you of a cancelled mediation. The Mediation Department will work with you to reschedule an observation/co-mediation if all the mentee’s scheduled mediations cancel that day.

F. You must contact the Mediation Department if you are unable to attend a scheduled mediation opportunity.

G. You will be asked to provide (by email or fax) the Mediation Department with a copy of your Certification Course Completion Certificate, as well as a signed acknowledgement that you have read these Mentorship Policies and Procedures prior to observing or co-mediating.
H. You are responsible for obtaining the form, signatures, case numbers, and mentor certification numbers for your observation/co-mediation log. Mediators’ certification numbers can be found on the DRC’s website at www.flcourts.org.

I. Please arrive at least 15 minutes prior to the scheduled mediation(s). If you are observing County Court mediations, you will need to meet with the program director who will assign you to observe experienced mediators. The program director will determine the appropriate mediator and the cases that are appropriate for observation/co-mediation.

J. Please dress appropriately in courtroom attire. Shorts, jeans, tank-tops, flip-flops, and hats are among clothing items that are not appropriate.

K. Please call the appropriate Mediation Department’s office if you would like to discuss what you observed with the County Civil Program Directors or staff Dependency/Family mediators. The day of the mediation or in the courtroom during pre-trial conferences is not the appropriate place to discuss your observations.

L. Please be advised that observing or co-mediating with our program does not guarantee acceptance into our Volunteer County Mediation Program.

4) Rules for Mentorship: Please carefully review the ADR Resource Handbook at the link below for more information about certification mentorship requirements.

https://www.flcourts.org/content/download/422228/4561657/adr-resource-handbook.pdf

Applicable portions of the ADR Resource Handbook are referenced below:

Mentorship Requirements

Mentorship shall include observing mediations conducted by certified mediators and conducting mediations under the supervision and observation of certified mediators. The mentorship requirements for those seeking certification shall be performed in a manner consistent with the following requirements:

The responsibility of structuring a mentorship rests with each trainee. The trainee shall not receive any fees for any case which the trainee utilizes to complete the required mentorship. All duly certified mediators are required to allow, upon request, a minimum of two mediation observations or supervised mediations per year. The certified mediator shall not charge the trainee any fees to observe mediation conducted by the certified mediator. The certified mediator may charge a reasonable fee for supervising a trainee while the trainee conducts mediation. In addition, the certified mediator shall be entitled to any compensation paid for the mediation.

The certified mediator shall remain in control of the case.

For an applicant to be awarded mentorship points the applicant must work with at least two different certified mediators and the mediations involved must be of the type for which certification is sought. A trainee is not required to participate in supervised mediations under the certification point system.

State-funded trial court mediation programs shall assist trainees in completing their mentorship requirements.

Applicants shall provide original signatures of all mentors in relation to all mentorship activity claimed.
A trainee shall not fulfill any of the mentorship requirements completed before beginning the certified mediation training program; however, a trainee may be awarded points for observations completed after the commencement but prior to the conclusion of the certified mediation training program. A supervised mediation shall only be conducted by a trainee after the completion of a certified mediation training program.

**Mediation Observations**

For each observation required for certification, the trainee must observe an entire session of the type of mediation for which certification is sought, conducted by a certified mediator in the same category for which certification is sought. The observation requirement shall not be satisfied by any individual who is a party, participant, or representative in the mediation. An appellate or pre-suit mediation may be utilized for observation purposes if (1) it is or would have been the type of mediation for which certification is sought if it had been filed in a trial court and (2) if it is conducted by a certified mediator of the type for which certification is sought. A federal court mediation conducted by a certified circuit court mediator may be utilized to fulfill a circuit court mentorship. In addition, pre-suit home owner association (HOA) disputes, within the jurisdiction of the circuit court, mediated by a certified circuit court mediator may be utilized to fulfill a circuit court mentorship. Administrative agency mediations conducted under rules and procedures other than those of the state trial courts may not be utilized to fulfill the mentorship requirements.

**Supervised Mediations**

A supervised mediation is defined as one in which the trainee conducts a mediation under the supervision and observation of a certified mediator or the trainee co-mediates with a certified mediator. At the conclusion of the mediation, the mentor shall determine if the trainee made a substantial contribution to the mediation. If so, the case may qualify as a supervised mediation. If not, the case will qualify only as an observation.

For purposes of conducting supervised mediations, mediation is defined as a complete case, which may consist of multiple sessions.

The entire mediation shall be co-mediated or observed by a certified mediator of the type for which certification is sought. In the event the trainee is only able to participate in a single session of a multi-session mediation, such participation qualifies as an observation regardless of the trainee’s level of participation. An appellate or pre-suit mediation may be utilized for the requirements to conduct mediations under supervision and observation if (1) it is or would have been the type of mediation for which certification is sought if it had been filed in a trial court, and (2) it is conducted by a certified mediator of the type for which certification is sought. A federal court mediation conducted by a certified circuit court mediator may be utilized to fulfill a circuit court mentorship. In addition, pre-suit home owner association (HOA) disputes, within the jurisdiction of the circuit court, mediated by a certified circuit court mediator may be utilized to fulfill a circuit court mentorship. Administrative agency mediation conducted under rules and procedures other than those of the state trial courts may not be utilized to fulfill the mentorship requirements.

**I acknowledge that I have read and understand the foregoing Mentorship Policies and Procedures.**

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Name, Date

(Please email or fax back to the appropriate Mediation Department)