

# State of Michigan

KEVIN A. ELSENHEIMER  
THOMAS G. POWER  
CIRCUIT JUDGES



COUNTIES  
ANTRIM  
GRAND TRAVERSE  
LEELANAU

## Thirteenth Judicial Circuit

328 WASHINGTON STREET, SUITE 300  
TRAVERSE CITY, MICHIGAN 49684  
(231) 922-4701  
c13court@13thcircircuitcourt.org  
www.13thcircuitcourt.org

TRINA GIRARDIN  
Court Administrator

## APPLICATION: GENERAL CIVIL MEDIATOR

An applicant for approval as general civil mediator for the 13<sup>th</sup> Circuit Court must complete this application form, attach a copy of your résumé and return it to the ADR Clerk. Pursuant to MCR 2.411(F), to be eligible to serve as a general civil mediator, you must meet certain minimum qualifications.

1. I completed a State Court Administrator approved mediation training program held at \_\_\_\_\_ on \_\_\_\_\_.  
*(Please attach a copy of your certificate of training.)*
2. I have:  
\_\_\_\_ a Juris doctor degree from \_\_\_\_\_,  
or  
\_\_\_\_ a graduate degree in conflict resolution from \_\_\_\_\_,  
or  
\_\_\_\_ 40 hours of mediation experience over two years. On the reverse side of this form or on a separate sheet of paper, please provide details of your experience, including at a minimum when and where you obtained your experience.
3. I have observed two general civil mediation proceedings conducted by \_\_\_\_\_ and \_\_\_\_\_ approved mediators, on \_\_\_\_\_ and \_\_\_\_\_ and I have conducted one general civil mediation to conclusion under the supervision and observation of \_\_\_\_\_, an approved mediator, on \_\_\_\_\_. *(Please attach verification from the approved mediators or CDRP.)*
4. \_\_\_\_\_ I have specialized experience or training, but do not meet the specific requirement for a general civil mediator. I am applying for special approval. On the reverse side of this form or on a separate sheet of paper, please provide details of your specialized experience or training.
5. I will charge \_\_\_\_\_ for my services as a mediator or My fee for mediation services will be determined as follows: \_\_\_\_\_

I am willing to provide \_\_\_\_\_ hours of reduced fee mediation services per year.  
I am willing to provide \_\_\_\_\_ hours of pro bono mediation services per year.

6. To maintain your approval as a general civil mediator, you are required to obtain 8 hours of advanced mediation training during each 2-year period. Please provide documentation establishing compliance as soon as it becomes available.
7. OPTIONAL: Race \_\_\_\_\_ Ethnic Origin \_\_\_\_\_ Gender \_\_\_\_\_

I hereby certify that I meet the requirements for service under the Court's ADR Plan; that I will not discriminate against parties or attorneys on the basis of race, ethnic origin, gender or other protected personal characteristic; and that I will comply with the Court's ADR Plan and orders of the court regarding cases submitted to mediation; and that I will conduct myself with honesty, integrity, and impartiality in providing mediation services according to Standards of Conduct adopted by the State Court Administrator.

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

\_\_\_\_\_ (Signature)

E-Mail: \_\_\_\_\_

\_\_\_\_\_ (Print name)

Return to:

**Judy M. Telgenhof  
13th Circuit Court  
ADR Clerk  
jtelgenhof@13thcircuitcourt.org  
231-922-4741**