

**OFFICE OF THE EXECUTIVE SECRETARY
SUPREME COURT OF VIRGINIA**

(Effective July 1, 1999)

MENTOR QUALIFICATIONS

1. Recertification in general or family mediation at least once. A waiver of this requirement will be considered based on the mediation experience and training of the applicant.
2. Participation in a minimum of a two-hour certified course on Mentoring Individuals Seeking Certification as a Court-Referred Mediator
3. Completion of the Mentor Application (OES Form ADR-4000) which must be submitted to the Office of the Executive Secretary for approval.

MENTOR RESPONSIBILITIES

1. Mentor must discuss prior to the start of the mediation the trainee's mediation experience and training.
2. Mentor must plan the responsibilities of the trainee prior to the beginning of the mediation and identify mediation skills the trainee would like to work on. Mentor must spend at least thirty minutes with the trainee in pre-mediation planning and post-mediation debriefing. This time may be spent in segments at the beginning of the mediation and following each mediation session, or at the end of the mediation. Mentor must specifically discuss with the trainee things they did well, areas that could use some improvement, and things that could have been done differently. Mentor must answer questions the trainee has regarding any part of the process.
3. Mentor must ask the trainee before beginning the mediation what type of training they have had and which co-mediation this is for him or her. For instance, trainees may not co-mediate family cases without having had family training. Mentor must allow trainees doing their last mediation to play a larger role in conducting the mediation.
4. Mentor must ask if the trainee has ever written a Memorandum of Understanding. If not, trainee must be allowed the opportunity to act as a primary scrivener for at least one mediation memorandum.
5. Mentor must complete the Mentee Evaluation Form thoroughly providing specific comments, particularly where improvement is needed. Evaluations should be returned to the trainee as soon as possible, but no later than 30 days following the

mediation or observation.

6. Mentor must make it clear to the trainee that completion of the minimum number of observations and co-mediations may not, in and of itself, guarantee certification.
7. Mentor must not enter into an agreement with trainee to provide X number of *positive* evaluations in exchange for a fee. Evaluations must be based on the mentor's candid assessment of the trainee's skill and performance.