

OFFICE OF THE EXECUTIVE SECRETARY OF THE SUPREME COURT OF VIRGINIA

CHECKLIST – CIRCUIT COURT – FAMILY

NOTE: This form must be attached to the ADR-1000A Application for Mediator Certification. It may not be submitted independently. For additional information on any item in the sections of this form, please refer to the [Guidelines for the Certification and Training of Court-Referred Mediators](#).

Section 1. Reciprocity	
If you have taken a mediation training, or currently practice as a mediator in another state, you may request a waiver for the analogous Virginia certified training. Waivers of any requirement must be requested prior to beginning training or submitting an Application for Mediator Certification.	
Have you received a waiver for any of the requirements to become a CCF mediator? Documentation must be attached to the application.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 2. Certified Training		
Please list training received and attach ADR 1006 (Trainee Evaluation Form) to this application.		
Basic Mediation Skills Training (20 hours minimum) <i>Must be taken within the previous two years and before observations and co-mediations. Waived for Virginia Certified Mediators</i>		
DATE COMPLETED	TRAINER NAME(S)	TRAINING PROVIDER
Family Mediation Skills Training (20 hours minimum) <i>Must be taken after Basic Mediation Skills Training</i>		
DATE COMPLETED	TRAINER NAME(S)	TRAINING PROVIDER
Circuit Court – Family Mediation Training (12 hours minimum) <i>Must be taken after Family Mediation Skills Training and before co-mediations.</i>		
DATE COMPLETED	TRAINER NAME(S)	TRAINING PROVIDER
Virginia Judicial Systems Training (4 hours minimum) <i>Waived for Virginia Certified Mediators and VSB members in good standing – certification number and/or Bar Number must be noted on ADR-1000A.</i>		
DATE COMPLETED	TRAINER NAME(S)	TRAINING PROVIDER
Screening for and Dealing with Domestic Abuse in Mediation Training (8 hours minimum)		
DATE COMPLETED	TRAINER NAME(S)	TRAINING PROVIDER

Name of Applicant: _____

Section 3. Mentorship		
3.1. Observations		
You must observe two complete family mediations with a CCF mentor or attend an additional eight-hour certified circuit court - family observation course. A certified four-hour circuit court - family observation course may be substituted for only one observation.		
DATE COMPLETED	MENTOR / TRAINER NAME	OBSERVATION TYPE (check one)
		<input type="checkbox"/> Observation of Live Mediation (ADR-1007) <input type="checkbox"/> 4 Hour CCF Observation Course (ADR-1006) <input type="checkbox"/> 8 Hour CCF Observation Course (ADR-1006)
		<input type="checkbox"/> Observation of Live Mediation (ADR-1007)

3.2. Co-mediations			
You must co-mediate at least ten hours with a CCF mentor, including a minimum of five complete family cases. Attach signed Mentee Evaluation form (ADR-1001) and Mentee Portfolio form (ADR-1008) for each co-mediation.			
COMEDIATION	DATE COMPLETED	HOURS	MENTOR NAME
1.			
2.			
3.			
4.			
5.			
3.3. Co-mediated Agreement			DATE COMPLETED
You must attach at least one Memorandum of Agreement / Understanding for which you served as the primary scrivener.			
3.4. Child Support Worksheet			DATE COMPLETED
You must attach at least one child support worksheet that you completed by hand, using a calculator and the statute			

REMINDERS

- Please be sure all forms are signed by the appropriate parties indicated, including yourself.
- Mediators certified as Juvenile and Domestic Relations District Court (JDR) mediators who later apply for Circuit Court – Family certification must complete the training requirements for CCF mediation, but need observe only one CCF case and co-mediate two CCF cases (minimum) in order to meet the mentorship requirements. JDR certified mediators do not need to submit an additional child support worksheet.
- You may be requested to complete additional training or co-mediations, depending on the feedback from your mentors.
- Attach at least one memorandum of agreement / understanding that reflects experience obtained in equitable distribution. One child support worksheet must also be attached unless you are currently a certified JDR mediator.