

FORT BEND COUNTY DISPUTE RESOLUTION CENTER

Where Conflict Meets Solution

MEMORANDUM

TO: Prospective DRC Volunteer
FROM: Shelly Hudson, Executive Director
RE: Volunteer Application

Thank you for your interest in becoming a volunteer mediator for the Fort Bend County Dispute Resolution Center ("DRC").

The DRC is an independent non-profit agency providing low-cost mediation services to individuals and businesses in Fort Bend and surrounding counties. We utilize volunteer mediators who are qualified according to the Texas Alternative Dispute Resolution Statute, and the curriculum of the Texas Mediation Trainers' Roundtable. Further, by joining our roster, you commit yourself to compliance with the policies and procedures of the DRC, and the standards of practice and ethical code of conduct adopted by the Texas Mediator Credentialing Association. (A complete copy of the Standards of Practice and Code of Ethics is located on our website at fortbenddrc.org). Please review this information prior to submitting your application.

After your information is processed and accepted, you are required to perform two observations and two co-mediations. This provides you an opportunity to become familiar with DRC policies and procedures. Thereafter, you will be placed on a rotating schedule for mediations appropriate to your training, experience and preference.

To begin the process, complete the attached Volunteer Mediator Profile Sheet and Volunteer Agreement, and return it, along with a copy of your resume and mediation certificate(s) to:

Fort Bend County DRC
211 Houston Street
Richmond, Texas 77469

OR

Fax (281) 232-6443
OR

Email - fortbenddrc@aol.com

Thank you again for your interest, and do not hesitate to contact a member of my staff or me if you have questions or concerns.

FORT BEND COUNTY DISPUTE RESOLUTION CENTER

Where Conflict Meets Solution

VOLUNTEER MEDIATOR APPLICATION SHEET

NAME: _____ DATE: _____

ADDRESS: _____

CONTACT PHONE _____ ALT PHONE: _____

E-MAIL: _____

EDUCATION: _____

LAW LICENSE(S): _____ BAR NO. _____

OTHER LICENSE(S): _____

LIST ANY FOREIGN LANGUAGES IN WHICH YOU ARE PROFICIENT: _____

LIST PROFESSIONAL AFFILIATIONS AND AWARDS: _____

TMCA CREDENTIAL STATUS: _____

MEDIATION TRAINING

NUMBER AND TYPE OF MEDIATIONS CONDUCTED: _____

40 HOUR BASIC TRAINING FROM: _____

24 HOUR FAMILY TRAINING FROM: _____

AMI TRAINING TOTALING _____ HOURS OTHER: _____

AREAS OF EXPERIENCE AND PREFERENCE

- | | | |
|--|---|--|
| <input type="checkbox"/> Community/Neighborhood | <input type="checkbox"/> Family/Divorce/Custody | <input type="checkbox"/> Real Estate |
| <input type="checkbox"/> Justice of the Peace/Small Claims | <input type="checkbox"/> Civil Litigation | <input type="checkbox"/> Large/Multi-party |
| <input type="checkbox"/> Juvenile Status Offenders | <input type="checkbox"/> Business | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal Injury | <input type="checkbox"/> Construction | <input type="checkbox"/> Other: _____ |

I understand that by submitting this application I am binding myself to conduct consistent with the policies and procedures of the Fort Bend County DRC, the DRC's Volunteer Mediator Agreement and the Standards of Practice and Code of Ethics adopted by the Texas Mediator Credentialing Association, and as they may change from time to time.

X _____ Date: _____

FORT BEND COUNTY DISPUTE RESOLUTION CENTER

Where Conflict Meets Solution

VOLUNTEER MEDIATOR AGREEMENT

I, _____, commit to Fort Bend County Dispute Resolution Center ("DRC") as a volunteer mediator subject to the following:

Please initial each of the following:

_____ *As a neutral third party, I will assist in facilitating the voluntary resolution of any dispute between two or more parties.*

_____ *I will facilitate communication between the parties and help them focus on the real issues of the dispute, and generate options for settlement.*

_____ *The interests of the parties will be placed above my own interests.*

_____ *I will work with the parties to assist them in arriving at a voluntary, mutually acceptable resolution of the dispute.*

_____ *I will not provide any legal or other professional advice or opinion to any party at any time before, during, or after the mediation.*

_____ *I will maintain the confidentiality of all mediations and the Standards of Practice and Code of Ethics adopted by the Texas Mediator Credentialing Association.*

_____ *I understand that receipt of any form of payment for my services in my capacity as a volunteer mediator for the DRC is strictly prohibited.*

_____ *I understand that all agreements and forms used during a DRC mediation (including, but not limited to, the Agreement to Mediate, Mediated Settlement Agreement, Evaluation, Rights and Duties) are the property of the DRC and I will at no time copy these forms or remove these forms from the DRC or the Court in which I have volunteered to mediate.*

_____ *I will not solicit from, or provide any of my own personal contact information to any of the parties or attorneys for the parties at any time prior, during, or at the conclusion of a mediation. This information includes, but not limited to, business cards, contact telephone numbers, and/or email addresses.*

_____ *I understand that at the conclusion of mediation, I am not to have any follow up contact regarding the mediation with any of the parties or attorneys for the parties. If I am contacted by any party or an attorney of a party regarding any matters related to the mediation, I shall refer them to the DRC.*

_____ *I understand that if the DRC Executive Director or staff member(s) discovers that I have failed to adhere to any portion of this Agreement, my services as a Volunteer Mediator for the DRC shall be terminated.*

I am showing my commitment by signing below.

Signature _____

Date ____/____/____