

**OFFICE OF THE EXECUTIVE SECRETARY  
DISPUTE RESOLUTION SERVICES  
CIRCUIT COURT MEDIATION PROGRAM**

**MEDIATOR INFORMATION**

To be included on the Supreme Court of Virginia's list of Circuit Court Mediation Program neutrals, a mediator must hold current certification at the circuit court level pursuant to guidelines promulgated by the Judicial Council of Virginia. (*Virginia Code § 8.01-576.8*)

To be listed as an eligible mediator for the Circuit Court Mediation Program, you must complete and submit to the DRS office a [Certified Mediator's Request form](#). In order to provide a list of eligible mediators that is specific to the parties' locality, each mediator is asked to list the judicial circuits you wish to serve. Please consult the [map](#) posted on the Virginia Judicial System web site and indicate your chosen circuits on the Request Form. If there are multiple courts within a circuit, you may note if you wish to serve only certain of those localities. Signing up to serve a particular circuit indicates your willingness to travel as needed to that jurisdiction to mediate. Please keep in mind that a mediator may not charge for travel expenses for orientation sessions. For court-referred cases, the statute requires these sessions to be free to the parties.

If you hold Circuit Court-Civil certification, you may mediate court-referred non-family cases at the circuit court level. If you hold Circuit Court-Family certification, you may mediate family cases. (Please note that, pursuant to *Virginia Code § 20-124.4*, court-referred cases that involve only custody, visitation and/or support, may be mediated free of charge to the parties and billed to the Supreme Court on a DC-40 List of Allowances, at the mediation payment rate of \$100 per court appointment. Parties can choose to waive the free mediation services, but the mediator must inform the parties that the free service is available.)

It is important that you keep your mediator profile updated for the searchable mediator directory on the court web site. If you have not submitted an updated [Mediator Profile Form](#) within the most recent recertification period, please complete and return one with your Request Form. When parties or their counsel are searching for a circuit court mediator to handle their case, they will be able to click on each eligible mediator's name and it will be linked to their mediator profile associated with the searchable mediator directory. This is particularly helpful if they are seeking a mediator with specific background, experience, or area of expertise.

You are required to give [Evaluation Forms](#) to parties to complete at the close of each mediation. You are requested to complete a [Circuit Court Mediation Report Form](#) for each case and send it to the Dispute Resolution Services (DRS) office. Please enter the case data in the [Mediation Information System \(MIS\)](#) on the court web site. This will enable DRS to track the success and growth of the Circuit Court Mediation Program each fiscal period.

[Circuit Court Mediation Program Procedures](#) are available on the court web site. It is your responsibility to familiarize yourself with the forms and procedures.