

**Coordinator of Mediation Contract Proposal to the Office of the Executive Secretary  
Attachment A - Court Support Form  
RFP# 111:18-0005 issued April 2, 2018**

>>> Use a separate Attachment A for each court <<<

Offeror: \_\_\_\_\_

City or County \_\_\_\_\_  GDC  J&DR  
(For Combined Court, check only the level for which a Coordinator is being proposed.)

**Instructions for Judge and/or Clerk of the Court:**

The above Offeror seeks a contract from the Office of the Executive Secretary (OES) of the Supreme Court of Virginia as a mediation Coordinator for this court's mediation program. OES may receive proposals from multiple Offerors but will grant a contract to only one. Your signature serves as confirmation that you would accept this Offeror as the mediation Coordinator for this court.

_____ Signature of Judge or Clerk of the Court	_____ Date
_____ Printed Name of Court Official	<input type="radio"/> Judge <input type="radio"/> Clerk of the Court

**COORDINATOR MANDATORY REQUIREMENTS**

The Coordinator shall fulfill the following mandatory requirements in this court.

1. Upon award of a contract, meet with judges, clerks, and other designated court personnel to develop and/or clarify criteria and procedures 1) for screening, referring, tracking, and reporting cases for mediation, 2) for determining mediator qualification requirements, and 3) for performing optional tasks (see next section) the court has requested.
2. Establish a protocol with the judges and clerks for troubleshooting and for communication between the coordinator, the court, and OES-DRS to monitor quality control of the mediation program and services.
3. Ensure that a free dispute resolution orientation session is conducted for all individuals referred by the court 1) to provide them with information related to mediation in the context of the court process and 2) to assess the appropriateness of mediation for the case.
4. Recruit Virginia certified mediators based on qualification requirements established by the individual court. Assign cases in a fair and equitable manner based on the mediators' schedules of availability. If the court has a different preference for allocating cases, briefly describe this alternative on the **ALTERNATIVE METHOD OF ASSIGNING MEDIATORS FORM** and have it signed by the Judge or Clerk of the Court.

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5. Ensure quality control by meeting with mediators at the beginning of the contract year and throughout the year as often as necessary to accomplish the following objectives:
  - a. to train in court and referral procedures
  - b. to establish a method and schedule of ongoing communication to disseminate information pertinent to mediation and the specific court
  - c. to deliver updates from OES-DRS
  - d. to troubleshoot any concerns
  - e. to instruct mediators to consistently distribute the Evaluation of Mediation Session and Mediator to mediation participants and to submit originals of these evaluations to OES-DRS
  - f. to ascertain that each mediator's certification is current during the period in which cases are mediated
6. Ensure that all court referred mediations are entered into the online Mediation Information System (MIS) on the Supreme Court of Virginia web site.
7. If serving as the Coordinator for Juvenile and Domestic Relations court, ensure that mediators collect the data to accurately compile and deliver the quarterly **SUMMARY OF STATE-FUNDED LOCAL ACCESS/VISITATION PROGRAMS** report to OES-DRS.
8. Prepare and submit quarterly to OES-DRS the **COORDINATOR CASE DISTRIBUTION REPORT**.

**### End of Mandatory Requirements ###**

## COORDINATOR OPTIONAL REQUIREMENTS

### Instructions for Judge and/or Clerk of the Court:

Below are optional services you may request to be included in the scope of work under this contract. Not all options will be applicable in every court and in some instances you must choose one option or another. **Please indicate by your initials** any optional tasks the Coordinator should perform for your court. **If your court does not need any of the optional services, do not complete this section of the form.**

- \_\_\_\_\_ 1. Set a schedule to regularly review all new warrants, petitions, and motions to determine their appropriateness for referral to a dispute resolution orientation session.
- \_\_\_\_\_ 2. Ensure a review of all docketed cases prior to court to determine their appropriateness for referral to a dispute resolution orientation session and possible mediation on that court day.

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- \_\_\_\_\_ 3. Prepare for the judges' signatures all Orders of Referral to a dispute resolution orientation session and make necessary copies.
- \_\_\_\_\_ 4. Make copies of mediation-related documents for the court, mediators, and parties as requested by the clerk – for example, paperwork for parties \_\_\_\_\_, case files \_\_\_\_\_, summons \_\_\_\_\_ and/or referrals \_\_\_\_\_.
- \_\_\_\_\_ 5. Distribute appropriate documents to mediators for scheduling the dispute resolution orientation session and/or the mediation appointment.
- \_\_\_\_\_ 6. Develop and maintain a schedule to ensure mediator availability to court-sit on designated days.
- \_\_\_\_\_ 7. Develop and maintain schedule for mediators to conduct mediations at court or other designated locations.
- \_\_\_\_\_ 8. Complete coordinator tasks on scheduled days, using workspace provided at court.
- \_\_\_\_\_ 9. In Juvenile and Domestic Relations court, assist with collating mediators' List of Allowances and DC-604s for the signatures of the Judge and the Clerk of the Court.
- \_\_\_\_\_ 10. Provide statistics of cases referred to dispute resolution orientation session and to mediation on a schedule as requested by the court.

\_\_\_\_\_  
Signature of Judge or Clerk of the Court

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Court Official

Judge    Clerk of the Court