

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

Mediation Role Plays for Certification Checklist

To be approved as a program utilizing role play scenarios in the mediation mentoring process for General District Court certification, this checklist must be submitted at least thirty (30) days in advance of the mentorship date to allow for review. Please allow extra time for any changes/revisions that may be necessary.

This checklist will be considered pursuant to certification criteria established by the Judicial Council of Virginia and without regard to race, color, religion, political affiliation, national origin, disability, sex, or age.

SECTION I PROGRAM PROVIDER INFORMATION (Please type or print)

Name of provider responsible for program	
Name and Certification # of mentor(s) (if different from above)	
Provider Telephone	
Provider Email(s)	

SECTION II PROGRAM INFORMATION

1. Letter of intent: on a separate sheet of paper, describe the plan to provide role play simulations. For a list of what to include, please see Section 1.A. and B. In completing this proposal, please consult the *Mediation Role Plays for Certification: A Guide for Using Role Play Scenarios in the Mediation Mentoring Process*, March 2024.

☐ Letter attached – minimum one page

- A. Program requirements. Check provision of the following. Use the letter of intent to discuss in detail:

- ☐ Mentor: at least one mentor is available to facilitate the co-mediation
- ☐ Role-players: at least two individuals are available to serve as role-play parties
- ☐ Role Play scenario: at least one mock co-mediation case is available
- ☐ Orientation to mentors new to role play program will be provided.
- ☐ Orientation to new role players and *DRS Guide for Role-Players*, tip-sheet, will be provided to individuals participating as parties

- B. Mentor Commitments. Check to indicate assent of the following:

- ☐ *Mediation Role Plays for Certification* guide will be consulted.
- ☐ Mentor will supply the Mentee Evaluation form (ADR 1001). Mentee supplies the Mentee Portfolio (ADR 1008).
- ☐ Party evaluation form, ADR 1002a, modified for role-play simulation
- ☐ Debriefing after a co-mediation that includes the role players will be provided for the benefit of the mentee.

SECTION III ATTESTATION

I agree to abide by the guidelines set forth in the *Mediation Role Plays for Certification: A Guide for Using Role Play Scenarios in the Mediation Mentoring Process*, March 2024.

I hereby attest that the information provided in this checklist is true to the best of my knowledge. I understand that all information herein is subject to verification and that the role play co-mediation may be observed at any time by a representative of the Office of the Executive Secretary as a part of the certification process.

Signature of Provider

Date

Submit application to:

Dispute Resolution Services
Office of the Executive Secretary
Supreme Court of Virginia
100 N. Ninth Street, Third Floor
Richmond, VA 23219
Or email it to drsapplications@vacourts.gov.

Questions? Please contact Dispute Resolution Services, 804-786-6455, or email drsapplications@vacourts.gov