

OFFICE OF THE EXECUTIVE SECRETARY

MEDIATOR ROSTER REQUEST FORM

(FORMERLY THE "SALMON FORM")

Please Note: This completed form may be submitted to the clerk's office or mediation coordinator in the court where you wish to mediate court-referred custody, visitation and support cases. Do not send the form to the Office of Dispute Resolution Services at the Supreme Court of Virginia.

1. Name: _____
2. Email Address: _____
3. Address: _____

4. Telephone Number(s): _____
5. Fax Number: _____
6. Mediator Certification Number: _____
7. Mediator Certification Type(s): _____ Juvenile and Domestic Relations District Court
 _____ Circuit Court-Family
8. Certification Expiration Date: _____

I agree to serve as a mediator in cases referred to me by the court pursuant to Virginia Code Section 20-124.4. I understand that I will receive \$120 per mediation appointment (see page 2). If a date and time for the orientation session is not already provided on the Order of Referral, within fourteen (14) calendar days of referral of a case, I will contact the parties to schedule the no-cost dispute resolution orientation session at a time and place reasonably convenient to them. If the case is appropriate for mediation and the parties choose to continue with me as the mediator, I will then provide mediation services to the parties at a time and location reasonably convenient to them. I will adhere to the Standards of Ethics for Court-Certified Mediators and will provide ADR-1002 Evaluations to the parties at the conclusion of each mediation. I will notify the court if my certification lapses or if I no longer wish to accept court referrals pursuant to Section 20-124.4.

Mediator's Signature

Date

“WHAT CAN I BILL FOR UNDER THE AMENDED PAYMENT STATUTE?”

The following applies to court-referred custody, visitation and/or support mediations.

PRELIMINARY INFORMATION:

Custody/visitation issues comprise one “appointment.” Spousal and child support issues comprise another “appointment.” The payment language in the statute (VA Code Section [20-124.4*](#)) states the payment shall be “per appointment *mediated*” (emphasis added).

- **The mediator may not bill for an appointment that is referred but not mediated.**
- **The mediator may bill whether the appointment mediated reaches agreement or not.**

QUESTION 1:

If a mediator receives a referral with custody/visitation and child support, but isn’t able to mediate the support issue because custody/visitation is not resolved, may the mediator bill for custody/visitation and support, or just custody/visitation?

ANSWER: Just custody/visitation.

If both custody/visitation and child support issues are referred to mediation (2 appointments), and one is not mediated, then the mediator may bill **only for the one appointment that was mediated.**

Merely mentioning support while mediating the custody/visitation appointment does NOT mean the support appointment was mediated. The mediator must conduct a mediation process on the support issue in order to bill for the support appointment.

QUESTION 2:

A mediator receives a referral with custody/visitation and child support. The parties mediate custody/visitation, but want to see the child support guidelines amount before they finalize their custody and visitation arrangements. The mediator conducts a child support mediation based on the tentative custody/visitation arrangements. In the end, the parties do NOT reach agreement on custody/visitation. May the mediator bill for both appointments?

ANSWER: Yes.

In the Question 1 scenario, the mediator **could not** mediate support because information about the child’s residence and time with each parent was not available. Without this information, the mediator does not know which guideline worksheet to use and therefore cannot calculate support.

However, in Question 2, the parties came to a tentative agreement, but needed to know the child support amount before they could reach a final decision. The mediator had the tentative custody and visitation information with which to conduct the child support mediation, and did so. Because the mediator mediated both appointments, the mediator may bill for both appointments.

The language increasing the payment per appointment to \$120 is in the budget bill, **not in the payment statute.*