



**APPLICATION FORM: CIVIL ROSTER**

**Please note that this is a sworn document.** We encourage applications to exercise due care to ensure that information, particularly information with respect to courses taken and the length of those courses, is true and correct before swearing the document.

**NAME:** \_\_\_\_\_ **PRONOUNS:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROVINCE:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**1. Training and education:**

**a) Core education:** *(Requirements: at least 40 hours of core education in mediation theory and skills training, including 10 hours of simulated or role play mediation under direct supervision in which you were an active participant and did not just observe from outside the process).*

<b>Courses In Mediation Theory and Skills</b>	<b>Institution &amp; Primary Trainer</b>	<b>Date</b>	<b>Hours</b>
<b>Total Hours</b> <i>(minimum 40 hours)</i>			

This training includes 10 hours of simulated role play mediation

**b) Conflict resolution training:** *(requirements: at least 40 hours of core education in conflict resolution training, including 7 hours on ethical issues relating to the mediation process.)*

<b>Courses in Conflict Resolution</b>	<b>Institution &amp; Primary Trainer</b>	<b>Date</b>	<b>Hours</b>

<b>Total Hours</b> <i>(minimum 7 hours)</i>			

This training includes 7 hours of ethics training.

**2. Related training in dispute resolution:** *(Requirements: in addition to the above, 100 hours of training in dispute resolution or a related field. A related field will be interpreted to include substantive professional disciplines such as law, social work, and psychology, or any other discipline involving a significant element of negotiation, communication skills, conflict management, etc.).*

Describe your occupation and specify the training you have received to satisfy the above requirement:

**3. Civil Procedure**

I have completed 2 days (14 hours) of instruction in civil procedure: *(provide details of a specific course)*

**OR**

I have equivalent experience of BC civil procedure:

*Revised: March 2022*

**4. Experience:** *(Requirements: a minimum of 10 civil mediations<sup>1</sup> over the past 5 years as a sole mediator, co-mediator or mediator in an accepted practicum or mentoring program).*

a) I have completed the minimum requirement. Over the past 5 years, I have completed approximately \_\_\_\_\_ civil mediations in the following settings *(select all that apply)*:

Approximately \_\_\_\_\_ fee paid private civil mediations as sole mediator; and

Approximately \_\_\_\_\_ civil mediations in a structured setting with an accepted mediation organization *(please specify)*:

\_\_\_\_\_ ; and

Approximately \_\_\_\_\_ civil mediations in an accepted practicum or mentoring program *(please specify)*:

\_\_\_\_\_ ; and

Approximately \_\_\_\_\_ pro bono civil mediations in a structured setting *(please specify)*:

\_\_\_\_\_ ; and

Approximately \_\_\_\_\_ fee paid, private civil co-mediations in which:

- i) the applicant actively participated in and shared responsibility for managing the mediation process;
- ii) the applicant did not act primarily as an observer; and
- iii) at least one of the mediators received some monetary consideration for the mediation services.

**\*\* Applicants must provide names and contact information for all co-mediators.**

\_\_\_\_\_ ; and

the equivalent of 3 civil mediations from a successful assessment by an approved organization *(please specify organization, date, and attach written assessment feedback as appendix)*:

\_\_\_\_\_ ; and

\_\_\_\_\_, of a maximum of 2, civil mediations in a law school mediation moot *(please specify sponsoring institution or course, instructor or program coordinator and date(s))*:

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<sup>1</sup> "One mediation" means a file in which all parties and mediator(s) signed an agreement to mediate, and attended at least one mediation session.

b) Please provide some details about your mediation experience, such as when you began mediating, what kinds of issues you have mediated, the mediation field you are experienced in, and in what settings you have mediated; e.g. as an employee, in private practice, etc.

**5. References:** *Please provide two written references from individuals who have observed your work as a civil mediator, and are familiar with your mediation skills and commitment to the field. The people providing references must understand mediation process and must not be your immediate relatives, business partners, associates, employees or students. References can be from all other participants involved in your mediations, except the actual parties, unless they are repeat participants. It is preferred that both referees have observed you as a mediator. If that is not possible, they may be from professionals who have close contact with the parties and knowledge of the mediation's impact.*

*References must be current, that is, written to support this application (using the Society's [letter of reference form online](#) or, if submitted in a letter, addressing each point on the form) and must refer to your work as a civil mediator within the last five years.*

*Please note: The Court Mediation Program (CMP)'s Detailed Feedback Forms from mediations #8, #9 and #10 are accepted in lieu of the two references usually required for Civil Roster applications. These must be dated after June 2010 and may be sent directly to Mediate BC's Roster Program by the applicant. Additional references may be given but all applicants relying on the practicum for mediation experience are required to submit these feedback forms.*

Identify the names and phone numbers of persons who will be your references:

1. \_\_\_\_\_

2. \_\_\_\_\_

Reference letters are confidential and are to be forwarded directly by the referees to Mediate BC.

**6. Personal information:**

a) Have you previously made application to any of the Society's Rosters?

Yes       No

*(If yes, please explain reason for reapplying):*

b) Have you ever been convicted of a criminal offence?

Yes       No

*(If yes, please provide details):*

c) Have you ever been found guilty of professional misconduct or been disciplined by a professional association or regulatory body?

Yes       No

*(If yes, please provide details):*

d) Have you ever been denied an occupational or professional license, or had such a license revoked?

Yes       No

*(If yes, please provide details):*

e) Have you ever been asked to provide an undertaking regarding the unauthorized practice of law to the Law Society of British Columbia or the law society of any other jurisdiction?

Yes       No

*(If yes, please provide details):*

f) i. Based on your personal history, your current circumstances or any professional opinion or advice you have received, do you have a substance use disorder<sup>1</sup>?

Yes       No

*(If yes, please provide details):*

ii. Have you been counseled or received treatment for a substance use disorder?\*

Yes       No

*(If yes, please provide details):*

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<sup>1</sup>Substance Use Disorder includes alcohol or drug abuse or dependence. For more exact diagnostic criteria for substance use disorders, refer to the Diagnostic and Statistical Manual of Mental Disorders, 5th Edition (DSM-5) of the American Psychiatric Association.

g) Based on your personal history, your current circumstances or any professional opinion or advice you have received, do you have any existing condition that is reasonably likely to impair your ability to function as a mediator? If the answer is “yes” to the question above, please provide a general description of the impairment.\*

Yes       No

*(If yes, please provide details):*

\* *A positive response does not necessarily make the applicant ineligible for admission. The Society reserves the right to assess, on an individual basis, the possible impact of the applicant’s history on the ability to conduct mediations.*

## **7. Liability insurance:**

I am a member in good standing of the Law Society of B.C., and have attached my proof of liability insurance coverage.

**OR**

I have attached proof of a minimum of \$2,000,000 aggregate and \$1,000,000 per incident in liability insurance coverage.

**8. Application fee:**

I have made a payment in the amount of \$341.25 (\$325 + GST) as a non-refundable application fee by:

PayPal      OR       Interact E-transfer

**Or**

I am a mediator in good standing of the Civil Roster and have made a payment in the amount of \$196.88 (\$187.50 + GST) as a non-refundable application fee by:

PayPal      OR       Interact E-transfer

**Or**

I am a mediator in good standing of the Associate Family Roster whose admission or renewal payment was made within the last 6 months. I have made a discounted payment in the amount of \$196.88 (\$187.50 + GST) as a non-refundable application fee by:

PayPal      OR       Interact E-transfer

**9. Consent and undertaking:**

(a) I, \_\_\_\_\_, give my consent for the Roster Committee or Mediator Roster Manager to enquire into any representation made in connection with this application for the purpose of clarifying whether I have met the requirements for admission to the Civil Roster.

(b) I have read and understood the [Standards of Conduct](#) which will bind me as a Registered Roster Mediator of Mediate BC's Civil Roster, and that I undertake to adhere to and abide by those standards in my capacity as a Registered Civil Roster Mediator.

(c) I undertake that as a Registered Roster Mediator of Mediate BC's Civil Roster, I will advise Mediate BC in writing, forthwith, if the status of answers to Question 6 b) to g) of this application should change.

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Date

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Signature

**10. Statutory declaration:**

I hereby swear or affirm that:

- (a) I am the applicant described in this application, and
- (b) the information and undertaking in this application form and its attachments are true and correct.

**SWORN or AFFIRMED** )  
before me at \_\_\_\_\_ )  
in the Province of British Columbia )  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ )  
 )  
 )  
 )  
 )  
\_\_\_\_\_) \_\_\_\_\_ Signature  
Commissioner for taking affidavits for the  
Province of British Columbia

*Please note that being on the Civil Roster does not guarantee work.*

*Please email your completed and sworn application and attachments to:*  
[mediators@mediatebc.com](mailto:mediators@mediatebc.com)