

ASSOCIATION OF ATTORNEY- MEDIATORS

Post Office Box 741955, Dallas, Texas 75374-1955/ 800/280-1368, 972 669-8101; FAX :972 669-8180;WEBSITE:attorney-mediators.org; EMAIL:aam@airmail.net

Dear AAM Applicant:

Thank you for your interest in the Association of Attorney-Mediators. We are pleased to provide you with information outlining the requirements for membership in the Association, an Application for Membership and a Confidential Reference Questionnaire.

Please complete and return the Application for Membership and signed Certification sheet to the address listed above. Three references on the enclosed Confidential Reference Questionnaire are required for consideration of membership. You should send the Reference Questionnaire to each of your three references and request that they be returned directly to AAM. A recent color photograph no smaller than 3 ½ by 5 inches, will be added to your AAM listing at attorney-mediators.org. We can also provide a link to your home page for a nominal charge if done immediately or at no charge if batched.

As soon as we receive the required application materials and payment of the 2003 membership dues in the amount of \$225.00, we will process your application and notify you of the Membership Committee's decision as quickly as possible. Once your application has been approved by the committee, you will be eligible to join the local AAM chapter nearest you.

If you have questions or would like more information, please contact me at the address and phone number listed above. We look forward to having you as a member.

Very sincerely yours,

Brenda Rachuig
Administrative Assistant

Enclosures



ASSOCIATION OF ATTORNEY-MEDIATORS

New Applicant Information

Purpose

To promote and support qualified attorney-mediators committed to achieve the prompt, fair and cost effective resolution of disputes through court-annexed mediation.

Goals

- To promote the highest ethical standards, qualifications and training standards for attorney-mediators.
- To develop contextually consistent standardized forms and rules for use in connection with court-annexed mediations.
- To improve the effectiveness, consistency and skills of attorney-mediators.
- To expand the body of knowledge, awareness and expertise about the art of mediation.
- To provide availability of adequate professional liability insurance coverage for attorney-mediators at a reasonable cost.

Qualifications for Initial Membership

- Applicant must be licensed for a minimum of eight (8) years, (5) years for associate membership and in good standing with a local jurisdictional authority (i.e., state bar).
- Applicant must provide to AAM at least three (3) attorney references on the form provided by AAM, from lawyers in his/her community with whom the applicant is not presently associated.
- Applicant must be willing to participate in any grievance or feedback procedures adopted by AAM and to observe all ethical standards adopted by AAM.
- Applicant must have completed a training program approved by AAM. (See Below.)

Qualifications for Continuing Membership in AAM

- Conducting five (5) formal mediations or a combination of mediations and observations per calendar year, including Settlement Week mediations and Pro Bono mediations for each calendar year following the third anniversary of the member's admission into AAM.
- Completing five (5) MCLE hours of ADR per calendar year (self-study hours will be permitted).
- Completing one (1) mediation observation per calendar year with an AAM member or viewing the AAM video. Active co-mediators qualify to fulfill this requirement. Renewing members reporting 100 or more total mediations conducted, and renewing members who have less than 100 total mediations but who are reporting 25 or more mediations conducted in the preceding calendar year, are exempt from this observation requirement.
- Making oneself available for at least two (2) Pro Bono mediations per year at the request of a Court.
- Complying with all reporting requirements established by AAM.
- Paying all AAM dues and special assessments, if any, by due date of each year.
- Complying with all ethical standards promulgated by AAM.
- Participating in any grievance/feedback procedures established by AAM.

Currently Approved Training Programs

Applicant must have 40 hours of mediation training, or meet those mediator training or mediator credentialing requirements for each of the states in which the applicant practices law, and must be in good standing with those requirements. The training program must be approved by AAM. Applicant must provide proof of satisfying those requirements and such other information about the mediation training as may be required by AAM.

We must have the following information to approve applicant's training:

- Course curriculum & syllabus.
- Biographical information of the instructors furnished to course registrants (must have experience and background acceptable to AAM).
- Written certification that the course was taken and completed and evidence that the course satisfies requirements of the laws, the Bar, and local rules of Court, if any.

The mediation course should include the following:

- A basic mediation course of at least 24 hours, but meeting the training requirements in applicant's practice area covering all the basics in one course. At least 50% of the instructors on the faculty must be attorneys.
- Instruction on the theory and mechanics of the caucus method of mediation, focusing on a risk analysis and options generations approach to dispute resolution.
- Instructions in local, State and Federal mediation rules, regulations, legislation and requirements applicable to the mediation of litigation.

ASSOCIATION OF ATTORNEY-MEDIATORS

New Member Application Form

Please complete the application and certification page and return to the Association of Attorney-Mediators. Please have three (3) references complete a Confidential Reference Questionnaire and return the form directly to AAM. Upon receipt of **all** the application materials and the dues payment indicated in the cover letter accompanying this application, we will begin processing your request for membership and will notify you of the Membership Committee's action on your application.

I. Title: _____ Name: _____ Suffix: _____
(Last, First, MI)

Preferred Name: _____

Position (Check One): Attorney-Mediator _____ Sitting Judge _____ Other (Specify): _____

Firm Name/Court: _____

Office Address: _____

(PO Box & Zip Code)

(Building)

(Street & Suite No.)

(City, ST, Zip)

Office Phone: (____) _____

Email: _____

Office Fax: (____) _____

WebSite: _____

Personal Information: (to remain confidential)

Home Address: _____

(Street & Unit No.)

(City, ST, Zip)

Home Phone: (____) _____

Date of Birth: _____

(MM/DD/YY)

Send Mail To (Check One): Home _____ Office _____

II. Law School Attended: _____ Degree: _____ Year: _____

States and Years Licensed to Practice Law: _____

State Bar Information

State

Bar No.

Number of years serving as a mediator: _____

III. Number of Mediations Conducted (Check One) :

- | | | |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> 25 or fewer | <input type="checkbox"/> 101 - 200 | <input type="checkbox"/> 1,000 - 1,500 |
| <input type="checkbox"/> 26 - 50 | <input type="checkbox"/> 201 - 500 | <input type="checkbox"/> 1,500 - 2,000 |
| <input type="checkbox"/> 51 - 100 | <input type="checkbox"/> 501 - 1,000 | <input type="checkbox"/> over 2,000 |

CRITERIA FOR DETERMINING NUMBER OF MEDIATIONS CONDUCTED

Mediation session must have been convened. A case settled prior to mediation cannot be counted as a “conducted” mediation. A mediation is “convened” when the mediator has either opened a joint session (and allowed the parties to present their cases) or has caucused with one of the parties.

- Only those involving pending lawsuits or pre-litigation mediations should be counted as mediations.* Generally, “pre-litigation mediations” are disputes where at least one of the parties is represented by counsel; or, if neither party has counsel, then at least one of the parties should be a corporation, a partnership or an entity other than an individual. Settlement Week cases and cases mediated through a county dispute resolution service can be counted as long as they meet other criteria.
- One case can produce no more than one conducted mediation regardless of the number of days mediated.* A single case may produce more than one conducted mediation if it becomes several other cases in different courts, all of which require separate mediations.
- The report of the mediator should be in the form of a certification that the number of conducted mediations reported were conducted and reported in accordance with AAM Guidelines.*

I, _____, certify that, as of the first day of December 15, 2003, I have conducted _____ mediations in accordance with the rules and guidelines of the Association of Attorney-Mediators.

At various times, AAM is asked to provide lists of its members who hold themselves out as available to serve as mediator in certain types of cases. This information is also available to users of AAM's website through the “search” function. Your name will be included if you have indicated the appropriate area(s). Please review the following instructions carefully, as your compliance with them will affect AAM's ability to include your name accurately in the appropriate areas. If you wish to indicate an area not shown, indicate “Other” and specify the area in the space provided.

IV. Areas of Concentration/Specialization of Law Practice (other than mediation). — Board certifications should be included. Please check all substantive law area(s) where you feel that you have concentrated your law practice. You may include “General” in the “Other” category if you feel that your practice has been sufficiently varied as to have been a General Practice.

Areas of Concentration/Specialization of Law Practice (other than mediation). Check all that apply.

Specific Civil Law Categories

- _____ Admiralty
- _____ Antitrust
- _____ Appellate
- _____ Aviation
- _____ Bankruptcy
- _____ Business Torts
- _____ Business/Commercial/Contr acts
- _____ Civil Rights
- _____ Community
- _____ Construction
- _____ Consumer/DTPA
- _____ Creditor/Debtor
- _____ Election

- _____ Eminent domain/Condemnation
- _____ Employment/Labor
- _____ Environmental/Mass Tort
- _____ Health
- _____ Insurance
- _____ Intellectual Property
- _____ International
- _____ Landlord/Tenant
- _____ Libel/Slander/Defamation
- _____ Malpractice — Legal
- _____ Malpractice — Medical
- _____ Malpractice — Professional
- _____ Other
- _____ Oil & Gas/Energy

- _____ Other (_____)
- _____ Personal Injury
- _____ Product Liability
- _____ Real Estate
- _____ Regulatory/Governmental
- _____ Securities
- _____ Sports
- _____ Tax
- _____ Workers Compensation

General Categories

- _____ Family Law
- _____ Probate
- _____ Criminal

V. Areas of Mediation Practice. — Please indicate all substantive law areas in which you feel sufficiently competent to conduct a mediation, and in which you are interested in serving as a mediator.

Areas of Mediation Practice. Check all that apply.

<u>Specific Categories</u>	_____	Eminent domain/Condemnation	_____	Other (_____)
_____ Admiralty	_____	Employment/Labor	_____	Personal Injury
_____ Antitrust	_____	Environmental/Mass Tort	_____	Product Liability
_____ Appellate	_____	Health	_____	Real Estate
_____ Aviation	_____	Insurance	_____	Regulatory/Governmental
_____ Bankruptcy	_____	Intellectual Property	_____	Securities
_____ Business Torts	_____	International	_____	Sports
_____ Business/Commercial/Contracts	_____	Landlord/Tenant	_____	Tax
_____ Civil Rights	_____	Libel/Slander/Defamation	_____	Workers Compensation
_____ Community	_____	Malpractice — Legal	_____	<u>General Categories</u>
_____ Construction	_____	Malpractice — Medical	_____	Family Law
_____ Consumer/DTPA	_____	Malpractice — Professional	_____	Probate
_____ Creditor/Debtor	_____	Other	_____	Criminal
_____ Election	_____	Oil & Gas/Energy	_____	

VI. Mediation/Negotiation Training Completed. Check all Training Program Sponsors that apply and indicate by number all Training Programs you have taken from that sponsor.

Training Programs

- | | |
|-------------------------|-------------------------------------|
| 1. Basic Mediator | 7. Settlement Week |
| 2. Advanced Mediator | 8. Basic Arbitration |
| 3. Basic Negotiation | 9. Management Mediation |
| 4. Advanced Negotiation | 10. Ethnic |
| 5. Family | 11. Moderated Settlement Conference |
| 6. Mediation Advocacy | |

Training Program Sponsors

For Example, if you have received Advance Mediator Training from the Attorney-Mediator Institute, Inc., your response should be:

 3 Attorney-Mediator Institute, Inc. 2

<u>Training Program Sponsors</u>	<u>Training Program</u> <i>(please indicate program by numbers)</i>	<u>Training Program Sponsors</u>	<u>Training Program</u> <i>(please indicate program by numbers)</i>
_____ A. A. White Dispute Resolution Institute	_____	_____ Dispute Resolution Center – Travis	_____
_____ ADR Applications	_____	_____ Harvard	_____
_____ American Academy of Attorney-Mediators, Inc.	_____	_____ Jefferson County Bar Association	_____
_____ American Arbitration Association	_____	_____ Learn From The Masters	_____
_____ Assoc. of Attorney-Mediators	_____	_____ Mediation Services, Inc.	_____
_____ Attorney-Mediator Institute, Inc.	_____	_____ National Institute for Trial Advocacy	_____
_____ Center for Dispute Resolution	_____	_____ National Judicial College	_____
_____ Center for Mediation in Law	_____	_____ National Mediation Arbitration Services, Inc.	_____
_____ Chorda Conflict Management, Inc.	_____	_____ Pepperdine University	_____
_____ Conflict Resolution Training Institute	_____	_____ Resolute Systems, Inc.	_____
_____ Dallas Bar Association	_____	_____ Settlement Consultants International	_____
_____ Dawson's Negotiation Course	_____	_____ Texas Judicial College	_____
_____ Dispute Resolution Center – Harris	_____	_____ United States Arbitration & Mediation	_____
_____ Dispute Resolution Center – Nueces	_____	_____ Other <i>(please specify)</i>	_____
_____ Dispute Resolution Center – Tarrant	_____		

VII.

Type of Mediation Fee Structures Available:

_____ Full Day Flat Fee
_____ Half Day Flat Fee
_____ Hourly
_____ Other: _____

Location of Primary Practice

Country _____
State _____
County _____
City _____

Are You Available For:

_____ Pro-Bono Service
_____ Pro Se Mediations

Professional Associations To Which You Belong (Check All That Apply)

_____ ABA
_____ ACR
_____ OTHER _____

In What Languages (other than English) Are You

Fluent? _____

IX. General Qualifications Sections *(Please provide AAM with any other information you feel will accurately reflect your professional...???)*

X. Qualifications for Initial Membership in AAM

Initial each requirement that has been completed.

_____ Licensed for a minimum of **(circle one)** eight (8) years / five (5) years and in good standing with the local jurisdictional authority (i.e., state bar).
_____ Provided to AAM at least three (3) references, on a form provided by AAM, from attorneys in your community with whom you are not presently associated.
_____ Willing to participate in any grievance or feedback procedures adopted by AAM and to observe all ethical standards adopted by AAM.
_____ Completed a training program approved by AAM. (See Section VI.)

DO YOU KNOW OF ANY CIRCUMSTANCE, ACT, ERROR, OMISSION OR PERSONAL INQUIRY THAT COULD RESULT IN A CLAIM OR SUIT AGAINST YOU ARISING OUT OF THE CONDUCT OF ARBITRATION PROCEEDINGS OR DISPUTE RESOLUTION SERVICES?

___ YES ___ NO

I certify that the above information is true and correct to the best of my knowledge.

Name: _____

Signature: _____

Date: _____

Please return this application, along with your dues check (payable to Association of Attorney-Mediators) or credit card authorization to:

**Association of Attorney-Mediators
Post Office Box 741955
Dallas, Texas 75374-1955**

**Ph: (800) 280-1368
Ph: (972) 669-8101
Fax: (972) 669-8180**

ASSOCIATION OF ATTORNEY-MEDIATORS

Reference Questionnaire

Applicant Name: _____ Reference Firm/Court: _____
Reference Name: _____ Reference Address: _____

TO THE EVALUATOR: The person named above has applied for membership to the Association of Attorney-Mediators and has asked you to evaluate his/her professional abilities. *This form is confidential.* Upon completion, please send it directly to *Association of Attorney-Mediators, Post Office Box 741955, Dallas, Texas 75374-1955.* For additional information or questions, you may call **(800) 280-1368** or (972)669-8101. This form **may be forwarded via facsimile to (972) 669-8180.** To contact AAM by e-mail, send inquiries to aam@airmail.net

1. How long and in what capacity have you known the applicant?

2. Are you currently affiliated with the applicant in any business matters? If so, please identify your relationship.

3. Do you feel you know the applicant well enough to give a valid recommendation? Yes No

4. Please rate the following accordingly:

	Excellent	Very Good	Good	Fair	Poor
Applicant's ability to communicate	1	2	3	4	5
Applicant's honesty and integrity	1	2	3	4	5
Applicant's commitment to service	1	2	3	4	5
Applicant's ability to get along with others	1	2	3	4	5
Applicant's diligence	1	2	3	4	5
Applicant's ethics	1	2	3	4	5

5. How would you rate the applicant's suitability to act as a mediator? (*check one*)

Highly Qualified Qualified Unqualified

Additional Comments:

Signature: _____ Date: _____