

## **NOTICE TO THE BAR**

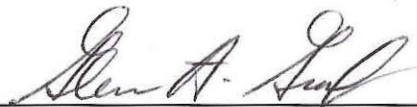
### **Family - Guidelines and Certification for the Mentoring Requirement of the Family Economic Mediation Program**

Rule 1:40-12(b) requires all Family Part economic mediators who want to be included on the Judiciary's roster of economic mediators, unless otherwise exempted by the rule, to complete at least five hours of being mentored by a Family roster mediator in at least two cases in the Family Part. This mentoring component is in addition to the 40-hour training program component of the court rule and must be fulfilled after the completion of the training requirement and the application approval process.

Attached are the Guidelines for the Mentoring Requirement of the Family Economic Mediation Program (Guidelines) and a Certification of Completion of Mentoring Requirement (Certification) (CN 12055), as approved by the Supreme Court.

Following completion of the required mentoring sessions, the economic mediator applicant must certify her/his compliance with that requirement by completing and submitting the attached Certification to: Administrative Office of the Courts, Family Practice Division, Richard J. Hughes Justice Complex, 7th Floor North, P.O. Box 983, Trenton, NJ 08625-0983, or via fax to: 609-984-0067. This Certification form is available on the Judiciary's website at: <http://www.judiciary.state.nj.us>.

Questions regarding this Notice or the Family Economic Mediation Program may be directed to the AOC Family Practice Division by at 609-984-4228.



Glenn A. Grant, J.A.D.

Acting Administrative Director of the Courts

Dated: December 22, 2016

**Certification of Completion of Mentoring Requirement**  
(Rule 1:40-12)

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City/Town: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

---

I, \_\_\_\_\_, of full age, hereby certify that I have completed the mentoring requirements pursuant to R. 1:40-12. Specifically, I have completed:

- ☐ At least five hours being mentored by a Family roster mentor mediator in at least two cases in the Family Part;
- ☐ I was not (and will not) receive monetary compensation during the mentoring process; and
- ☐ I have met with the approved Family Part roster mentor mediator before and after the mentoring sessions I observed.

1. Name of Case Observed: \_\_\_\_\_ Venue of Case Observed: \_\_\_\_\_

Number of hours mentored: \_\_\_\_\_

Name of Mentor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City/Town: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Certification of Completion of Mentoring Requirement

2. Name of Case Observed: \_\_\_\_\_ Venue of Case Observed: \_\_\_\_\_

Number of hours mentored: \_\_\_\_\_

Name of Mentor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City/Town: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Name of Case Observed: \_\_\_\_\_ Venue of Case Observed: \_\_\_\_\_

Number of hours mentored: \_\_\_\_\_

Name of Mentor: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City/Town: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

I certify that the statements made above are true. I am aware that if any of the statements made by me are willfully false, I am subject to punishment by the Court.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Guidelines for the Mentoring Requirement of the Family Economic Mediation Program  
(Guidelines Promulgated December 22, 2016)**

1. The following requirements must be met for a mediator to be included on the Judiciary's Family Part Economic Mediator roster. Economic Mediator applicants (applicants) shall complete the process in the following sequence:
  1. Complete a 40-hour training program complying with the requirements of the court rules.
  2. Complete the application process for admission to the Judiciary roster of mediators.
  3. Upon application approval, applicants must be mentored by an approved Family Part roster mentor mediator (mentor) for a minimum of five hours in at least two cases in the Family Part. The Family Part Economic Mediation roster includes those mediators who have been approved as mentors. The applicants must select a mediator from the roster who has been designated as a mentor.
2. In the mentored cases, it is the obligation of the mentor to inform the litigants prior to the mediation that a second mediator (the applicant) will be in attendance and why. If either party objects to the presence of the second mediator, the applicant may not attend the mediation. In all mentored cases, the mentor conducts the mediation, while the applicant observes.
3. Applicants are provided with the same protections as the mentor mediator under the Uniform Mediation Act.
4. Prior to the observation by the applicant, the mentor shall meet with the applicant to discuss the Family mediation process. The mentor shall provide the applicant with submissions by the parties. As part of the mentoring, the mentor shall again meet with the applicant after the session(s) to discuss the mediation as well as any other questions regarding the process. These meetings are in addition to the five hours of observation.
5. The applicant **shall not** be monetarily compensated for participating in this mentoring process.
6. Following completion of the required mentoring sessions, the applicant shall certify her/his compliance with that requirement by completing the Certification of Completion of Mentoring Requirement form (Certification) (CN 12055). This Certification shall be submitted to the Administrative Office of the Courts, Family Practice Division, Richard J. Hughes Justice Complex, 7th Floor North, PO Box 983, Trenton, NJ 08625-0983, or via fax to: 609-984-0067.
7. The applicant will not be added to the Judiciary's Family Economic Mediation roster unless and until all of the requirements set forth above have been completed.