

**ADR-RULE 114 NEUTRAL ROSTER
INDIVIDUAL REAPPLICATION FORM**

Complete form and mail along with the **\$70.00 non-refundable processing fee to:**

**Alternative Dispute Resolution Program
135 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155-1500
adr@courts.state.mn.us**

Make check payable to: **State of Minnesota**
Confirmation will be sent via email upon approval.

**PART A: GENERAL INFORMATION FOR ALL APPLICANTS
SECTION 1: CONTACT INFORMATION**

Name: _____
Occupation*: _____
Address: _____
City/State/Zip: _____
Phone: (_____) _____ E-mail: _____

(The contact information provided on this form becomes a public record and will be published on the Rule 114 roster on the mncourts.gov website)
*If you are a retired judge/referee your experience on the bench qualifies you to be placed on the Civil Adjudicative/Evaluative and Family Adjudicative rosters (a domestic abuse course is still required for the family adjudicative panel). Indicate your judicial experience under occupation.

SECTION 2: LICENSE INFORMATION

You *must* answer all questions in this section for application to be processed. Failure to comply will delay the processing of the application.

- Are you licensed as an attorney by the State of Minnesota? No Yes
 - o *If yes*, indicate Attorney ID # _____ and CLE Reporting Period 1 2 3

- Are you licensed by any other professional boards? No Yes NA
 - o *If yes*, indicate professional board: _____

- Is your professional license currently suspended? No Yes NA
 - o *If yes*, please provide effective dates for the suspension: _____

I certify I have not had a professional license revoked, I have not been refused membership or practice rights in a profession, nor have I been involuntarily banned, dropped, or expelled from any profession.

Signature _____
Date
**Typographical signatures shall be treated as a personal signature and shall be in the form /s/ Pat. L. Smith*

SECTION 3: PLACEMENT REQUEST

Please indicate the neutral roster categories for which you are requesting placement by checking the box. You can only reapply to previously approved ADR processes:

Civil Roster Categories:

- Civil Facilitative/Hybrid (*Mediation, Mini-Trial, Med-Arb, Arb-Med, Other*)
- Civil Adjudicative/Evaluative (*Arbitration, Consensual Special Magistrate, Summary Jury Trial, Early Neutral Evaluation, Non-Binding Advisory Opinion, Neutral Fact Finding*)

Family Roster Categories:

- Family Law Facilitative/Hybrid (*Mediation, Med-Arb, Arb-Med, Other*)
- Family Law Hybrid – Parenting Time Expeditor (PTE)
- Family Law Hybrid – Parenting Consultant (PC)
- Family Law Evaluative/Hybrid – Social Early Neutral Evaluation (SENE)
- Family Law Evaluative/Hybrid – Financial Early Neutral Evaluation (FENE)
- Family Law Evaluative/Hybrid – Moderated Settlement Conference (MSC)
- Family Law Adjudicative (*Arbitration and Consensual Special Magistrate*)

Note: If you were rostered on the Family Evaluative Roster prior to December 31, 2022; and you wish to reapply for a Family Law Evaluative/Hybrid Roster, you may select any of the new Family Evaluative Rosters – SENE, FENE, MSC. You must also meet the new training requirements to be listed on the SENE, FENE, and/or MSC Roster(s). Complete Section C for inclusion on the new Family Law Rosters.

PART B: CONTINUING EDUCATION TRAINING

To be placed back on the roster, you must complete the continuing education requirement for the current reporting period.

Neutrals reapplying to a Facilitative, Hybrid, and/or Evaluative Roster(s) are required to take 18.00 hours per three-year reporting period. Neutrals reapplying to an Adjudicative Roster are required to take 9.00 hours per three-year reporting period. Neutrals who are reapplying to more than one Roster are required to take no more than 18.00 hours per three-year reporting period. Continuing education courses *must* be ADR related but do not have to be certified.

Indicate the continuing education course(s) you attended for the current reporting period. Period covering the year, _____ to present.

Title: _____
Sponsor: _____
Location: _____
Date(s): _____
Hours of actual education: _____

How did this course enhance your skills and abilities in ADR processes?

Title: _____

Sponsor: _____

Location: _____

Date(s): _____

Hours of actual education: _____

How did this course enhance your skills and abilities in ADR processes?

Title: _____

Sponsor: _____

Location: _____

Date(s): _____

Hours of actual education: _____

How did this course enhance your skills and abilities in ADR processes?

Title: _____

Sponsor: _____

Location: _____

Date(s): _____

Hours of actual education: _____

How did this course enhance your skills and abilities in ADR processes?

Title: _____

Sponsor: _____

Location: _____

Date(s): _____

Hours of actual education: _____

How did this course enhance your skills and abilities in ADR processes?

Title: _____

Sponsor: _____

Location: _____

Date(s): _____

Hours of actual education: _____

How did this course enhance your skills and abilities in ADR processes?

Title: _____

Sponsor: _____

Location: _____

Date(s): _____

Hours of actual education: _____

How did this course enhance your skills and abilities in ADR processes?

Title: _____

Sponsor: _____

Location: _____

Date(s): _____

Hours of actual education: _____

How did this course enhance your skills and abilities in ADR processes?

PART C:

Please *only* complete this section if you were rostered on the Family Evaluative Roster prior to December 31, 2022; and you wish to reapply for inclusion on a Family Law Evaluative/Hybrid Roster. To request placement onto the new Family Law Evaluative / Hybrid Roster for either FENE or SENE Rosters, you must also have been previously included, and are reapplying, for the Family Law Facilitative/Hybrid Roster. Please indicate the rosters for which you are requesting placement on by responding to the question below, checking the box to the corresponding roster, and answer any related questions:

Please explain how you are recognized as a qualified practitioner in your field. You may demonstrate your recognition by submitting proof of professional licensure, professional certification, faculty membership of approved continuing education course related to high conflict couples, or acceptance by peers as experts in their field.

I am attaching the following as proof of recognition as a qualified practitioner in my field:

- Professional licensure
- Professional certification
- Faculty membership of approved continuing education courses related to high conflict couples
- Other proof of acceptance by peers as an expert in your field (please explain below):

Social Early Neutral Evaluation (SENE)

SENE QUALIFICATIONS

Describe your experience working as a family law attorney, mental health professional dealing with divorce- related matters, or as another professional working in the area of family law. A minimum of 5 years’ experience is required. _____

Have you provided SENE services? No Yes

o If yes, how many? _____ When did you last provide SENE services? _____

o If no, please indicate if you have observed (a ride-along) at least two SENEs No Yes

“Ride-along” means observation of a real-life ADR process, including observation by remote means, conducted by a Qualified Neutral. With consent of the parties and under the supervision of the Qualified Neutral, the ride-along may also include participation in the ADR process.

SENE TRAINING / PRACTICE CRITERIA

Indicate any courses you attended within the last 3 years on the following topics: demonstration of a judicial officer's Initial Case Management Conference orientation; pre-SENE considerations and staging the SENE; introduction to the process; information gathering; SENE team consultation; feedback; attorney-client caucus; negotiation; completing the process; reporting to the court; and addressing domestic violence in SENE and FENE.

Course Dates: (xx/xx/xx – xx/xx/xx)*	Course Title:	Course Sponsor:	Course Hours:
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*Course dates must include month, day, and year in order for application to be processed.

Financial Early Neutral Evaluation (FENE)

FENE QUALIFICATIONS

Describe your experience as a family law attorney, accountant dealing with divorce-related matters, or as another professional working in the area of family law. A minimum of 5 years' experience is required. _____

Have you provided FENE services? No Yes

o If yes, how many? _____ When did you last provide FENE services? _____

o If no, please indicate if you have observed (a ride-along) at least two FENEs No Yes

"Ride-along" means observation of a real-life ADR process, including observation by remote means, conducted by a Qualified Neutral. With consent of the parties and under the supervision of the Qualified Neutral, the ride-along may also include participation in the ADR process.

FENE TRAINING / PRACTICE CRITERIA

Indicate any courses you attended within the last 3 years on the following topics: pre FENE considerations; the financial evaluative meeting; making sure the parties are heard; delivering the opinion; concluding the FENE; and finalizing the agreement.

Course Dates: (xx/xx/xx – xx/xx/xx)*	Course Title:	Course Sponsor:	Course Hours:
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*Course dates must include month, day, and year in order for application to be processed.

Moderated Settlement Conference (MSC)

MSC QUALIFICATIONS

Have you provided MSC services? No Yes

o If yes, how many? _____ When did you last provide MSC services? _____

o If no, please indicate if you have observed (a ride-along) any MSCs No Yes
"Ride-along" means observation of a real-life ADR process, including observation by remote means, conducted by a Qualified Neutral. With consent of the parties and under the supervision of the Qualified Neutral, the ride-along may also include participation in the ADR process.

MSC TRAINING / PRACTICE CRITERIA

Indicate any courses you attended within the last 3 years on the following topics: when MSC process is appropriate; logistics of MSC process; dealing with attorneys and parties in highly entrenched positions; how to share opinions without alienating parties or attorneys; managing domestic abuse situations (e.g. OFP, DANCO, HRO); confidentiality and communication with judicial officers; and MSC notes and records in discovery process.

Course Dates: (xx/xx/xx – xx/xx/xx)*	Course Title:	Course Sponsor:	Course Hours:

*Course dates must include month, day, and year in order for application to be processed.

PART D: SIGNATURE

- I do hereby affirm the information in this application is true and complete. I acknowledge that I have read Rule 114 of the Minnesota General Rules of Practice and agree to follow its requirements and understand that I am subject to the jurisdiction of the ADR Ethics Board. I affirm that I will uphold my ethical obligation under Rule 114.13, the Code of Ethics for Court-Annexed ADR Neutrals.

Signature

Date

***Typographical signatures shall be treated as a personal signature and shall be in the form /s/ Pat. L. Smith.**