



MINNESOTA SUPREME COURT

Alternative Dispute Resolution Program

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**GUIDELINES FOR *INDIVIDUAL'S PETITION*
ALTERNATIVE DISPUTE RESOLUTION - RULE 114
TRAINING COURSE CERTIFICATION**

**SUPPLEMENTAL TRAINING FOR
CERTIFIED 40 FAMILY FACILITATIVE/HYBRID TRAINING
TO MEET THE REQUIREMENTS OF RULE 114.13(a)
CIVIL FACILITATIVE/HYBRID NEUTRAL**

2012

Finance Division

Alternative Dispute Resolution Program
110 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155-1500

adr@courts.state.mn.us

The Alternative Dispute Resolution Review Board has developed training requirements to supplement certified family facilitative/hybrid training (40 hour) to meet the training requirements of Rule 114.13. Such supplemental training must be certified by the Finance Division.

Individuals may seek certification of training courses. However, before doing so, they should consult a list of certified training programs with Finance. Individuals do not have to apply for certification of courses appearing on the certified list.

APPLICATION REQUIREMENTS

1. Application for course approval shall be submitted at least 30 days prior to the scheduled training date(s).
2. Course agenda that includes topics, speakers, and time frames of presentations must be attached to the petition.
3. Course certification is based on training requirements developed by the Alternative Dispute Resolution Review Board.
4. The number of hours certified will be based on each contact hour of training. A contact hour shall consist of no less than a sixty minute class session. The number of hours certified will not include time spent on meals, breaks, homework assignments, or unrelated activities.
5. This supplementary training must include 14.0 hours of classroom training and must emphasize *experiential learning* with a minimum of nine (9) hours of role-playing.
6. Certification will not be granted for courses consisting solely of television viewing, correspondence work, or self-study. Video, motion picture, or sound tape presentations will not be certified unless a qualified instructor is present to discuss the content and answer questions.

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INDIVIDUAL'S PETITION
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CIVIL FACILITATIVE/HYBRID NEUTRAL
TRAINING COURSE CERTIFICATION

APPLICANT INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Email: _____

I agree to receive a signed, scanned, copy of the approval.

COURSE INFORMATION

Course Title: _____

Date(s): _____

Location: _____

Sponsor: _____

SUPPLEMENTAL CIVIL FACILITATIVE/HYBRID TRAINING

1. Indicate *by name* the segments of the course agenda that deal with each of the following topics.
 - a) Aspects of mediation that are different in civil cases than in family cases - examples include: orientation, caucus, and identification of issues.

 - b) Simulations involving civil claims that are representative of the types of cases that are filed in district court. (This eliminates family law, probate, and unlawful detainer cases.)

 - c) Mediator conduct including ethnic and gender issues, conflicts of interest, confidentiality, neutrality, ethics, standards of practice and mediator introduction pursuant to the Civil Mediation Act, Minn. Stat. §572.31.

 - d) Rules, statutes, and practices governing mediation in the trial court system, including Rule 114 of the Minnesota General Rules of Court, Special Rules of Court, and applicable statutes including the Civil Mediation Act.

2. _____ Total number of instruction hours (60 minutes of instruction - 1 credit hour)

3. _____ Number of hours of role-playing (9 hour minimum)

SUPPORTING MATERIALS

Submit a course agenda that includes topics, speakers, and time-frames of presentations.

Petitioner's Signature

Date

DIRECTIONS: Complete this form and send it with supporting materials to:

Finance Division

Alternative Dispute Resolution Program
110 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, Minnesota 55155-1500

Email: adr@courts.state.mn.us

Fax: (651) 205-4441

This form will be returned to applicant after Finance review.
The following section will be completed to indicate whether the course is certified.

DO NOT WRITE BELOW THIS LINE - FOR USE BY FINANCE

Approved for credit hours of training for:

_____ 14-Hour Civil Facilitative/Hybrid Training
of hours

Not approved for the following reason(s):

Signature

Date