



MINNESOTA SUPREME COURT

Alternative Dispute Resolution Program

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**GUIDELINES FOR *SPONSOR'S PETITION*  
ALTERNATIVE DISPUTE RESOLUTION - RULE 114  
COURSE APPROVAL PETITION**

**PREVIOUSLY APPROVED COURSE**

**Legal Counsel Division**

Alternative Dispute Resolution Program  
135 Minnesota Judicial Center  
25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, Minnesota 55155-1500  
(651) 297-7590

## **BASIC EDUCATION**

Under the Minnesota Rules of General Practice only those individuals who meet the training requirements in Rule 114 shall be listed on the roster of qualified neutrals. Legal Counsel Division (LCD) certifies the training programs which meet the training criteria. Any sponsor (agency, organization, or person) who provides training may seek course certification. A list of certified training programs is kept by LCD.

## **CONTINUING EDUCATION**

Rule 114 requires neutrals to complete continuing education about alternative dispute resolution subjects. Continuing education courses *do not* have to be certified. Neutrals who are on a facilitative/hybrid panel are required to take 18.00 hours per three-year reporting period. Neutrals who are on any of the other panels are required to take 9.00 hours per three-year reporting period. Neutrals who are on more than one panel are required to take no more than 18.00 hours per three-year reporting period.

## **APPLICATION REQUIREMENTS**

1. Course certification is based on Rule 114 of the Rules of General Practice.
2. 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.
3. Course must have been previously approved and any differences between the original course and this course must be explained in this petition.



**COURSE CONTENT**

Indicate *any* changes in this offering that would make it different from the original offering. (If changes are significant, a new petition will be necessary.)

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\_\_\_\_\_  
*Petitioner's Signature*

\_\_\_\_\_  
*Date*

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

**Legal Counsel Division**  
Alternative Dispute Resolution Program  
135-D Minnesota Judicial Center  
25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, Minnesota 55155-1500

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

**DO NOT WRITE BELOW LINE - FOR USE BY LCD**

\_\_\_\_ Approved for credit hours of training for:

\_\_\_\_ Civil Facilitative  
# of credits

\_\_\_\_ Family Facilitative  
# of credits

\_\_\_\_ Continuing Education  
# of credits

\_\_\_\_ Civil Adjudicative  
# of credits

\_\_\_\_ Family Adjudicative  
# of credits

\_\_\_\_ Family Evaluative  
# of credits

\_\_\_\_ Domestic Abuse Issues  
# of credits

\_\_\_\_ Not approved for the following reason(s): \_\_\_\_\_

\_\_\_\_\_  
*Renee Salmon, Legal Counsel Division*  
*Alternative Dispute Resolution Program*

\_\_\_\_\_  
*Date*