

**OFFICE OF THE EXECUTIVE SECRETARY
SUPREME COURT OF VIRGINIA**

**INSTRUCTIONS FOR COMPLETING THE
*VERIFICATION OF OBSERVATION FORM (ADR-1007)***

I. INSTRUCTIONS FOR MENTEES

Save and submit all *Verification of Observation* forms (regardless of the nature of the feedback) with the application for certification. An observation form must be completed for each observation that will be counted for certification purposes.

II. INSTRUCTIONS FOR MENTORS

Complete Sections I and II of the *Verification of Observation* form. Describe how the mentee participated in the de-briefing at the conclusion of the mediation. Provide additional comments as necessary.