Attachment A: Mediation Coordinator Application Form

Office of the Executive Secretary
Supreme Court of Virginia

July 2026

1. APPLICANT INFORMATION

1.1 VENDOR INFORMATION

Vendor Name: _____

Tax ID# (EIN/SSN): _____

SCC ID# (If applicable): _____

1.2 VENDOR ADDRESS

Street Address: _____

City: _____ State: _____ Zip Code: _____

1.3 CONTACT INFORMATION

Contact First Name: _____ Contact Last Name: _____

Contact Title: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

2. EXPERIENCE

Entities that currently hold contracts to provide coordination services in any Virginia court need not complete this section.

If you do not currently coordinate a court-referred mediation program, you must attach a letter which describes both:

- Your experience managing people and coordinating programs, including length of time; and
- Your experience and knowledge as it applies to the court system.

You must indicate two recent references who can speak to your experience described above. Include the name, email, and phone number of the person OES has your permission to contact.

3. MEDIATOR ROSTER

List each mediator you anticipate will be receiving at least one court-referral this contract year. If you currently hold a coordinator contract, please indicate if a mediator is new to your roster. Please indicate, too, if you or your organization (if applicable) will be requesting payment for work completed by the mediator (if mediations conducted by this mediator will be billed for using the Tax ID noted in the Applicant Information section). You may attach an additional sheet, if needed.

Mediator Name	Certification No.	New to Roster (Yes/No)	Same Tax ID (Yes/No)

Will court-referred cases intentionally not be invoiced by any vendor, meaning no entity will request payment for those cases? If so, on a separate sheet of paper, please note what cases will be intentionally not invoiced, and estimate how many such mediations will occur during the initial contract period.

[ ] Yes [ ] No

4. COURTS TO BE SERVED

Identify the proposed court mediation programs to be served during the contract term. Note the name of a clerk's office contact. You may attach an additional sheet, if needed.

City or County	Court Type (GDC, JDR, Combined)	If Combined Court, Program Type (GDC/JDR)	Number of mediators to be assigned	Court Contact Name

5. MEDIATION COORDINATOR RESPONSIBILITIES

In all courts, the Mediation Coordinator (Coordinator) will execute the same set of specific, mandatory responsibilities required by the Office of the Executive Secretary, Division of Dispute Resolution Services (OES). The clerks and/or judges of individual courts may select additional tasks to be performed by Coordinators.

1. The Coordinator must work together with the court and OES to devise and maintain the procedures and policies for the mediation program, and they must be available to answer questions about these policies from mediators, parties, and the public.

    a) These policies and procedures should cover:

        i) Screening, referring, tracking, and reporting cases for mediation

        ii) Mediator qualification requirements

        iii) Applicable program options (see the "Program Options" section of this form)

    b) The Coordinator should meet with the court at least once per year to review these policies

    c) If the court and the Coordinator decide to change the Program Options set for the court, OES should be notified to determine potential contract value impacts.

    _____ **My initials confirm** that I understand the staff of OES may solicit feedback from the courts I serve under this contract.

2. The Coordinator is responsible for ensuring that all parties referred by their courts have access to a free dispute resolution orientation session, and that parties that are a good fit for mediation have access to a court-referred mediation should the parties wish to mediate.

   a) These orientation sessions are intended to provide the parties with information related to mediation in the context of the court process, and to assess the case brought by the parties for appropriateness of mediation.

   b) Cases must be assigned to mediators in a fair and equitable manner based on the mediators' schedules, availability, and their ability with regards to specific case types.

      i) Questions regarding what constitutes a "fair and equitable" distribution of cases should be answered with the local courts' and/or OES's assistance. If the court has a different preference for allocating cases, briefly describe this alternative in the space provided at the end of the Coordinator Responsibilities Form.

   Indicate with your initials all that apply:
   _____ I will conduct the dispute resolution orientation sessions.
   _____ My agent or designee will provide this service.
   _____ The mediator for the case will provide the orientation session.

   Initial all that apply.
   _____ I have a plan for fair and equitable assignment of cases to mediators.
   _____ One or more courts have specified alternative methods for assigning mediators.

3. The Coordinator must maintain a roster of certified mediators as needed based on qualification requirements established with the individual court.

   a) Qualification requirements and information on how to apply to join a court's mediation roster must be made available on request.

   b) Coordinators are under no obligation to accept a new roster request, however, the Coordinator should strive to achieve a large and diverse cadre of mediators where possible to best accommodate the needs of parties.

   If you or employees of your organization will act as a mediator in any of the courts you coordinate, will it be through the regular mediator rotation or in some other way? Please describe.

_____

_____

_____

4. At least once per year, the Coordinator is expected to meet with mediators to complete the following objectives:

   a) instruct mediators on court and referral procedures

b) establish a method and schedule of ongoing communication to disseminate information pertinent to mediation and to the local courts

c) deliver updates from OES

d) troubleshoot any concerns

e) instruct mediators to consistently distribute the Evaluation of Mediation Session and Mediator to mediation participants and to submit any originals of these evaluations to OES. Evaluations may also be given to the coordinator before being given to OES.

6. COURT RESPONSIBILITIES FORM

Attach a completed **COORDINATOR RESPONSIBILITIES FORM** for each court you intend to coordinate. OES will not consider an award for mediation coordination services if this form is not attached.

7. ACKNOWLEDGEMENTS

By my signature below, I acknowledge to and attest to the following:

- Submission of an application does not, itself, constitute an agreement between OES and myself;
- I have read and reviewed the General Terms and Conditions and Special Terms and Conditions as set out in sections 9 and 10 of the Request for Applications (RFA);
- If offered a contract for Mediation Coordinator services, I will comply with the terms and conditions as set out in the RFA or as mutually agreed upon by subsequent negotiation; and
- The information supplied in this form is accurate and correct, to the best of my knowledge.

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia,* §2.2-4343.1 or against a bidder because of race, religion, color, sex, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Name (signature): _____

Name (printed): _____

Date: _____

Please take time to review this **MEDIATION COORDINATOR APPLICATION FORM** for completeness. The final packet should contain:

- ✓ Mediation Coordinator Application Form
- ✓ Page one of the Request for Application, completed
- ✓ Attachment, if needed, to complete items 2, 3, and 4 of this **MEDIATION COORDINATOR APPLICATION FORM**
- ✓ **COORDINATOR RESPONSIBILITIES FORM** for each mediation program listed in item 4 of this application form
- ✓ **W-9** indicating address for remittance. The address on the W-9 should match the address on the Cover Sheet. Please use W-9 form posted online at http://www.vacourts.gov/courtadmin/aoc/fiscal/w-9form.pdf. Other versions will not be accepted.

You may send this packet to the Office of the Executive Secretary, Division of Dispute Resolution Services via email, or mail, as listed below.

Dispute Resolution Services
100 North 9th Street, 3rd Floor
Richmond, VA 23219
(804)371-6065
disputeresolution@vacourts.gov