

## **THE HARVARD MEDIATION PROGRAM**

### **Community Member Application – Spring 2016**

The Harvard Mediation Program (HMP) is a student practice organization at the Harvard Law School that offers mediation services to the community at local courts and in other contexts through a facilitative, co-mediation model. HMP is an opportunity for members to engage with and give back to the communities of the Greater Boston area. In addition to Harvard Law students, HMP is composed of staff as well as community members, including professionals and students from other universities. Most new mediators will mediate Small Claims court disputes.

HMP charges a training fee of \$600 to community members in order to cover some costs. Community members who are full-time students at an accredited educational institution are charged a fee of \$300 provided they provide documentation of their full-time status to HMP Program Manager Mo Griffin ([mgriffin@law.harvard.edu](mailto:mgriffin@law.harvard.edu)). Community members who are staff at Harvard Law School are not charged training fees, but must provide documentation of their staff status to HMP Program Manager Mo Griffin ([mgriffin@law.harvard.edu](mailto:mgriffin@law.harvard.edu)).

#### **Instructions:**

This is an application to become a community member of the Harvard Mediation Program. **Before proceeding to complete this application, every applicant is required to read the accompanying document, “HMP Application FAQs” as part of the application process.**

After we review written applications, we will invite select community member applicants to interview. The one-hour interview session, during which applicants co-mediate a mock dispute, will take place during the evening of Tuesday, February 2, 2016 or Wednesday, February 3, 2016, at 6:00 or 8:00 p.m.

If selected to interview, you will receive your interview slot via email by the evening of Sunday, February. Final decisions will be sent via e-mail by Thursday, February 5, 2016. **Please note that all decisions are final. HMP receives applications from many qualified candidates and cannot accept all applicants. Applicants who are not accepted are welcome to apply again in the future.**

**You should not fill out this application if you cannot attend a two weekend training program from 9:00 a.m.– 5:15 p.m. on February 6-7 and February 20-21, 2016. You must be present for all training hours.**

No resume, cover letter, or references need be submitted with this application. Please return pages 2–5 to HMP. **Applications must be submitted by 5:00 p.m. on Thursday, January 28, 2016 to HMP Recruiting Directors, Michelle Adler and Ben Richards. Please email this application form to HMP Recruiting Directors at [hmprecruitingdirectors@gmail.com](mailto:hmprecruitingdirectors@gmail.com).** If you have any questions or concerns, please contact Michelle and Ben via e-mail.

#### **Important Dates to Remember:**

**Thursday, February 28, 2016:** Applications due by 5:00 p.m. via e-mail to [hmprecruitingdirectors@gmail.com](mailto:hmprecruitingdirectors@gmail.com). Early applications are appreciated. Interview slots will be sent by Sunday, January 31, 2016, at 9:00 p.m.

**Tuesday, February 2, 2016 and Wednesday, February 3, 2016:** Interviews.

**Saturday and Sunday, February 6 and 7, 2016:** Basic Training (Mandatory), 9:00 a.m. – 5:15 p.m.

**Saturday and Sunday, February 20 and 21, 2016:** Basic Training (Mandatory), 9:00 a.m. – 5:15 p.m.

Thank you for your interest in the Harvard Mediation Program! Michelle and Ben

**Basic Applicant Information:**

NAME:

EMAIL:

PHONE:

CURRENT OCCUPATION (If student at a school besides Harvard Law School, please indicate your school and year):

LOCAL ADDRESS:

**Availability to Mediate:**

You must be available to mediate every other week. Mediations last 1–2 hours and sometimes can last up to 3 hours; therefore, you need one morning or one afternoon free every other week to mediate.

In addition, we offer other opportunities primarily to first-year law school students who have few time slots available due to their class schedules. These opportunities include a Harassment Prevention Order (HPO) session,<sup>1</sup> and an ongoing tenant-tenant program with local housing authorities. The Friday afternoon time slot is offered primarily to 1Ls who do not have another time available due to their class schedules. Community members may indicate their interest in these sessions, but we ask for understanding that we may only be able to accommodate 1Ls. Thus, community members must indicate one or more small claims sessions for which you are available.

**See the next page to rank your mediation day and time preferences.**

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<sup>1</sup> Important note: Harassment Prevention Orders (HPOs) are civil restraining orders. The cases we mediate involve neighbors, family members, ex-boyfriends/girlfriends, and tenants. Cases are screened by a judge for appropriateness and are not domestic restraining orders (which are a different category of case).

**NAME (required):**

**Please rank all sessions to which you would like to be assigned. If you are not available to mediate during a particular time, please leave the field blank or write “N/A.”**

**You MUST rank at least one of the following:**

Rank	Court	Day	Session Time	Transit Time from HLS
	Quincy – Small claims	Tuesday	1:30 p.m.	50 min. (car); 50 min. (T)
	Chelsea – Small claims	Wednesday	9:00 a.m.	30 min. (car); 60 min. (T)
	Brookline – Small claims	Thursday	9:00 a.m.	30 min. (car); 1 hr. (T)
	Cambridge – Small claims	Thursday	8:45 a.m.	30 min. (car); 60 min. (T/Bus). Note: Court is located in Medford
	Malden – Small claims	Friday	9:00 a.m.	30 min. (car); 45 min. (T)
	Roxbury – Small claims	Friday	9:00 a.m.	30 min. (car); 50 min. (Dudley Bus)
	Quincy – Small claims	Friday	9:00 a.m.	50 min. (car); 50 min. (T)

**You MAY rank this opportunity:**

Rank	Court	Day	Session Time	Transit Time from HLS
	Malden – HPOs	Friday	2:00 p.m.	30 min. (car); 45 min. (T)

Additionally, HMP members may mediate ad hoc cases. These cases are tenant-tenant and animal control disputes, as well as other referrals. We will staff as cases arise. **If you are interested in mediating these types of disputes, please check the box under “Interest” below.**

Interest	Court	Day and Session Time	Transit Time from HLS
	Other – Tenant-Tenant, Animal Control, and other disputes	Wed 9 a.m., Friday 9 a.m., and Friday 2 p.m.	Varies

**NAME (required):**

**Questions for Applicant:**

1. Why do you want to be a mediator? (150 words or less)
2. Have you had any mediation training or experience? If so, please describe the type of disputes and the approximate number of disputes you mediated. *Note: No previous experience is necessary.* (150 words or less)
3. Describe any relevant personal, professional, or community experience. (150 words or less)
4. An essential means of improving mediation skills is giving and receiving feedback. Please assess your strengths and weaknesses in this area. (150 words or less)
5. Please list any language(s) in addition to English that you speak fluently. *Note: None required.*
6. Do you have a car? *Note: A car is not required to participate in the program.*
7. How did you hear about HMP?

**NAME (required):**

8. In case you are selected to interview, please indicate your preference for an interview time here, leaving blank any times you are not available:

Tuesday,  
February 2, 6:00 p.m. \_\_\_\_ 8:00 p.m. \_\_\_\_  
2016

Wednesday,  
February 3, 6:00 p.m. \_\_\_\_ 8:00 p.m. \_\_\_\_  
2016

9. Please read, consider, and sign the following:

I understand that if I am selected to participate in the Harvard Mediation Program and I choose to participate in the training, I will be committing to attend my designated mediation session biweekly for two semesters.

Signature:

Date: