THE HARVARD MEDIATION PROGRAM

HLS Upper Year Student and LLM Student Application – Spring 2017

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 law students to step out of the classroom and engage with 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. All new mediators will have the opportunity to mediate Small Claims court disputes, Harassment Prevention Order requests, and ad hoc cases.

INTRUCTIONS & INTERVIEWS

This is an application for a Harvard Law School 2L, 3L, LLM or SJD student to become a member of the Harvard Mediation Program. **Before proceeding to complete this application, every student is required to read the accompanying document “HMP Application FAQs” as part of the application process.**

No resume, cover letter, or references need be submitted with this application. **Applications must be submitted by 5:00 p.m. on Monday, January 30, 2017 to the HMP Recruiting Directors, Stevenson Smith and Stephen Simrill. Please email pages 2-5 of this application form to hmprecruitingdirectors@gmail.com.** If you have trouble sending your application, or any questions or concerns, please contact Steve or Stephen.

In addition to completing this written application, each applicant will participate in a one-hour interviewing session. The one-hour interview, during which applicants co-mediate a mock dispute, will take place during the evening of Wednesday, February 1, 2017 or Thursday, February 2, 2017, at 6:00 or 8:00 p.m. You will receive your interview slot via email by the evening of Tuesday, January 31, 2017.

**TRAINING & MEDIATING REQUIREMENTS:**

You should only fill out this application if you can attend the two weekend training program from 9:00 a.m. – 5:15 p.m. on February 11-12, 2017 and February 25-26, 2017. You must be present for all training hours.[[1]](#footnote-1) Upon completion of training, mediators are required to mediate every other week for two full semesters. Semesters do not need to be consecutive. Note: Limited exceptions may be made for HLS students who are graduating this semester.

IMPORTANT DATES TO REMEMBER:

Monday, January 30, 2017: Applications due by 5:00 p.m. via e-mail to hmprecruitingdirectors@gmail.com. Early applications are appreciated. Interview slots will be sent by the evening of Tuesday, January 31, 2017.

**Wednesday, February 1, 2017 & Thursday, February 2, 2017**: Interviews.

**Monday, February 6, 2017**: Final decisions sent to applicants via e-mail.

**Saturday & Sunday, February 11 & 12, 2017:** Basic Training (Mandatory), 9:00 a.m. – 5:15 p.m.

**Saturday & Sunday, February 25 & 26, 2017:** Basic Training (Mandatory), 9:00 a.m. – 5:15 p.m.

Basic Applicant Information:

NAME:

EMAIL:

PHONE:

YEAR (2L, 3L, or LLM):

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.

HMP offers upperclassman and LLMs a total of 7 small claims sessions to choose from. You are strongly encouraged to rank at least **one** small claims session.

The Friday afternoon Harassment Prevention Order (HPO) session[[2]](#footnote-2) is primarily reserved for 1Ls who do not have another time available to mediate due to their class schedules.

**If you’re unavailable for a small claims session and only available to mediate on Friday afternoons, we encourage you to apply anyway.** While HMP may not be able to accommodate your scheduling needs for Friday afternoons, we will make every effort to do so!

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

NAME, YEAR (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.” Do not be discouraged if your availability is limited. We consciously accommodate students eager to mediate.

Please 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 also 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, YEAR (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)

NAME, YEAR (required):

1. Please list any language(s) in addition to English that you speak fluently. Note: None required.
2. Do you have a car? Note: A car is not required to participate in the program.
3. How did you hear about HMP?
4. Rank your preferences for an interview time here. Leave blank any times that you are not available.

|  |  |  |
| --- | --- | --- |
| Wed.,Feb. 1, 2017 | 6:00 p.m. \_\_\_ | 8:00 p.m. \_\_\_ |
| Thurs., Feb. 2. 2017 | 6:00 p.m. \_\_\_ | 8:00 p.m. \_\_\_ |

1. 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:

1. Please let us know if there is a particular reason why you would be unable to attend the weekend training program (ex. religious observation). We can work with the applicant to try to accommodate such conflicts. [↑](#footnote-ref-1)
2. 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). [↑](#footnote-ref-2)