**THE HARVARD MEDIATION PROGRAM**

**Community Member Application – Fall 2018**

The Harvard Mediation Program (HMP) is a student practice organization at 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 a collaborative community at Harvard Law School that gives members the opportunity to engage with and give back to the people 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. 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). Community members who are staff at Harvard Law School are exempt from training fees.

**INSTRUCTIONS & INTERVIEWS:**

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.**

No resume, cover letter, or references need be submitted with this application. **Applications must be submitted by 11:59 p.m. on Friday, September 14, 2018 to the HMP Recruiting Directors, Zhade Long and Spencer Welch. Please email pages 2-5 of this application form to hmprecruitingdirectors@gmail.com.** Early applications are appreciated.If you have trouble sending your application, or any questions or concerns, please contact Zhade or Spencer.

After we review written applications, we will invite select community member applicants to interview. The one-hour interview, during which applicants co-mediate a mock dispute, will take place during the evening of Monday, September 24, 2018 or Tuesday, September 25, 2018 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, September 23, 2018. Final decisions will be sent via e-mail by Thursday, September 27, 2018. **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.**

**TRAINING & MEDIATION REQUIREMENTS:**

**In order to begin mediating this fall, you must attend the two weekend training program from 9:00 a.m. – 5:15 p.m. on September 29-30, 2018 and October 13-14, 2018. You must be present for all training hours.** Upon completion of training, mediators are required to mediate/observe a minimum total of three times during their first semester, and five times during any subsequent semester in which they are an active HMP member. Semesters do not need to be consecutive.

**IMPORTANT DATES TO REMEMBER:**

**Friday, September 14, 2018: Applications due by 11:59 p.m.**

**Monday, September 24, 2018 and Tuesday, September 25, 2018:** Interviews**.**

**Thursday, September 27, 2018:** Final decisions sent via e-mail**.**

**Saturday & Sunday, September 29-30, 2018:** Basic Training (Mandatory), 9:00 a.m. – 5:15 p.m**.**

**Saturday & Sunday, October 13-14, 2018:** Basic Training (Mandatory), 9:00 a.m. – 5:15 p.m**.**

**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/observe at least three times your first semester. Mediations last 1–2 hours and sometimes can last up to 3 hours.

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,[[1]](#footnote-2) 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.**

**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) |
|  | Cambridge – Small claims | Thursday | 8:45 a.m. | 30 min. (car); 60 min. (T/Bus). Note: Court is located in Medford |
|  | Brookline – Small claims | Friday | 9:00 a.m. | 30 min. (car); 1 hr. (T) |
|  | 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, Cambridge & Waltham Juvenile – HPOs | Friday | 2:00 p.m. | 30 min. or less (car); 45 min. or less (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 | Friday 2 p.m. | Varies |

**NAME (required)**:

 **Questions for Applicant:**

Why do you want to be a mediator? (150 words or less)

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)

Describe any relevant personal, professional, or community experience. (150 words or less)

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)

Please list any language(s) in addition to English that you speak fluently. *Note: None required.*

Do you have a car? *Note: A car is not required to participate in the program.*

How did you hear about HMP?

**NAME (required)**:

Please indicate your preference for an interview time here, leaving blank any times you are not available:

|  |  |  |
| --- | --- | --- |
| Mon.,Sept. 24,2018 | 6:00 p.m. \_\_\_\_  | 8:00 p.m. \_\_\_\_ |
|  |  |  |
| Tues.,Sept. 25,2018 | 6:00 p.m. \_\_\_\_  | 8:00 p.m. \_\_\_\_ |

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. 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)