**THE HARVARD MEDIATION PROGRAM**

**Community Member Application – Spring 2019**

The Harvard Mediation Program (HMP) is a student practice organization at Harvard Law School that offers mediation services to the people of the Greater Boston area at local courts and in other contexts using a facilitative, co-mediation model. In addition to Harvard Law students, HMP is composed of staff as well as community members, including professionals and students from other universities.

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, January 25, 2019 to the HMP Recruiting Directors, Zhade Long and Spencer Welch by e-mailing 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 e-mail Zhade and Spencer at hmprecruitingdirectors@gmail.com.

After HMP reviews written applications, the HMP Recruiting Directors 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, February 4, 2019 or Tuesday, February 5, 2019 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 1, 2019. Final decisions will be sent via e-mail by Thursday, February 7, 2019. **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 spring, you must attend the two weekend training program from 9:00 a.m. – 5:15 p.m. on February 9-10, 2019 and February 23-24, 2019. 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.

**IMPORTANT DATES TO REMEMBER:**

**Friday, January 25, 2019: Applications due by 11:59 p.m.**

**Monday, February 4, 2019 and Tuesday, February 5, 2019:** Interviews**.**

**Thursday, February 7, 2019:** Final decisions sent via e-mail**.**

**Saturday & Sunday, February 9-10, 2019:** Basic Training (Mandatory), 9:00 a.m. – 5:15 p.m**.**

**Saturday & Sunday, February 23-24, 2019:** 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.

Please indicate one or more small claims sessions for which you are available. You may also indicate your interest in other case types offered on Friday afternoons, though students are given priority in that time slot due to their class schedules.

**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 small claims sessions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 to mediate Harassment Prevention Orders (HPOs):**

HPOs are a type of civil restraining order case, and the matters that we mediate are screened by a judge for appropriateness.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.,Feb. 4, 2019 | 6:00 p.m. \_\_\_\_  | 8:00 p.m. \_\_\_\_ |
|  |  |  |
| Tues.,Feb. 5,2019 | 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 at least three times during that academic semester. I understand that I will be serving as a volunteer, and will not receive compensation in any form for my services.

Signature:

Date: