THE HARVARD MEDIATION PROGRAM

HLS Upper Year Student and LLM Student Application – Spring 2019

The Harvard Mediation Program (HMP) is a student practice organization at the Harvard Law School that offers mediation services to the people of the Greater Boston area at local courts and in other contexts through 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.

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 11:59 p.m. on Friday, February 1, 2019 to the HMP Recruiting Directors, Zhade Long and Spencer Welch by emailing pages 2-5 of this application form to hmprecruitingdirectors@gmail.com.** Early applications are appreciated. If you have trouble sending your application, or have any questions or concerns, please contact Zhade or Spencer at hmprecruitingdirectors@gmail.com.

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 Monday, February 4, 2019 or Tuesday, February 5, 2019 at 6:00 or 8:00 p.m. You will receive your interview slot via email by the evening of Sunday, February 3, 2019.

Note that while we try to extend offers to as many applicants as possible, the number of available spots in the HMP Program is limited.

**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.[[1]](#footnote-1) Upon completion of training, mediators are required to mediate 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. New mediators may also be asked to help out with up to five hours of office hours.

IMPORTANT DATES TO REMEMBER:

**Friday, February 1, 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:

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

LOCAL ADDRESS:

Availability to Mediate:

You must be available to mediate/observe at least three times your first semester with HMP. Mediations last 1–2 hours and sometimes can last up to 3 hours. There are 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 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!

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:

Harassment Prevention Orders (HPOs) are a type of civil restraining order case, and the matters HMP mediates are screened by a judge for appropriateness.

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| --- | --- | --- | --- | --- |
| Rank | Court | Day | Session Time | Transit Time from HLS |
|  | Malden, Cambridge & Waltham – HPOs | Friday | 2:00 p.m. | 30 min. (car) or less; 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, 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.

|  |  |  |
| --- | --- | --- |
| Mon.,  Feb. 4,  2019 | 6:00 p.m. \_\_\_ | 8:00 p.m. \_\_\_ |
| Tues.  Feb. 5, 2019 | 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 at least three times during my first semester of HMP.

Signature:

Date:

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