



Alternative Dispute Resolution System

Mediator Renewal Guide

November 18, 2019

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Document History

Date	Author	Version	Description
11-11-2019	Terry Tewell	.01	DRAFT

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Alternative Dispute Resolution System Renewal Process Overview

The design of the Alternative Dispute Resolution (ADR) system was to integrate multiple applications, which were used by the mediators. This guide is to help you complete the Renewal process for your Rule 31 Mediation listing. The renewal process is linked to the Add a new Rule 31 Mediation Report and Add a Continuing Mediation Education Course features. Data entered into these features will populate certain fields on the renewal form.

If this is your renewal year that requires your Continuing Mediation Education (CME), you must enter that data first before entering the renewal application. The system will incorporate the data into the renewal application for you.

If this is your renewal year that does not require Continuing Mediation Education (CME) credits you may enter your renewal application.

To access the renewal application simply click on the [Renew my Listing](#) link on the Mediator Portal.

Alternative Dispute Resolution Mediator Portal Overview

The screenshot shows the 'Rule 31 Mediator Portal' interface. At the top, there is a navigation bar with the 'TNCOURTS.gov' logo and 'Alternative Dispute Resolution' text. Below the navigation bar, the page title is 'Rule 31 Mediator Portal'. The main content area includes several key elements:

- Two status boxes: 'Your Next Renewal Year: 2020' and 'Your CME Renewal Year: 2022 *'. The second box also includes the text 'Your Continuing Mediation Education deadline is 12/31/2021'.
- A central navigation menu with links: 'Add a new Rule 31 Mediation Report', 'View all my previous Mediation Reports', 'Add a Continuing Mediation Education Course', 'View all my previous CME courses', 'Edit My Profile', and 'Renew my Listing' (highlighted with a red box).
- A section titled 'Your Continuing Mediation Education Hours to date' containing a table with the following data:

General Mediation Issues	Mediation Ethics	General Continuing Education	TN Family Law
0	0	0	N/A

Below the table, a note states: 'A green check mark indicates you have met the CME requirements for your renewal'. At the bottom left, the copyright notice reads: '© 2019 - Administrative Office of the Courts'.

Figure 1 - Rule 31 Mediator Portal

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Renew my Listing Data Entry

TNCOURTS .gov Alternative Dispute Resolution Benjamin Lafayette Sisko

Renew Application for Rule 31 Listed Mediators

Approval Date of General Civil Listing: 10/1/2019

Approval Date of Family Listing:

Type of Mediator (check all that apply)

- General Civil Mediator
- Family Mediator
- Specially trained in domestic violence

Current Contact Information
To change the information below, please use the My Profile option on the main menu.

Name: Benjamin La Sisko

Address: PO BOX 8989

Address 2: Address 2

City / State / Zip: Hendersonville Tennessee 37075

Base County: Rutherford

Telephone / Fax: (615) 741-1414 (615) 252-2222

Occupation: Counselor

Cancel Renewal Save/Continue

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Figure 2 - Renew My Listing Contact

Most of the information on this screen is loaded from the mediator’s profile. If you need to change any of the data, you will need to go to the Edit My Profile feature from the Mediator’s Portal. The exceptions are the *Approval Date of General Civil Listing* and *Approval Date of Family Listing*. The system will pre-select the Type of Mediator based on your original mediator applications.

You may cancel the renewal back clicking on the back button until you reach the first page or click on Save/Continue

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The second screen lists all of your Current Continuing Mediation Education.

Renewal Application for Rule 31 Listed Mediators
* This renewal period does not require Mediator Continuing Education hours.

Current CME Information

1. Below are continuing mediation education (CME) courses you have entered and have been approved to meet the continuing education requirements of Rule 31, § 18(a).
[\(Review explanation of requirement\)](#)

Date	Provider	Name	General Mediation Issue	Mediation Ethics	General Continuing Education	TN Family Law
6/13/2018	Training Resolved, LLC	Elder Mediation Day 2 Session 5	1.75			
6/12/2018	Training Resolved, LLC	Elder Mediation Day 1 Session 3	2.00			
1/26/2019	Training Resolved, LLC	Mediation Advocacy		1.00		

[Back](#) [Save/Continue](#)

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Figure 3 - Renew My Listing Education

In this example for Mediator Sisko, it is not his renewal year that requires CME credits. However, the system will display any courses already entered by the mediator or a provider in the two-year cycle for taking the required training. The information displayed is:

- Date of Training
- Provider Name
- Name(Course Title)
- Training categories and the number hours credited from each.

You may Cancel the renewal or click on Save/Continue

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Renewal Application for Rule 31 Listed Mediators

Please note: You have completed 4 hours toward your renewal. You will need to complete 2 additional hour(s) before you can submit a renewal application.

The following areas are missing required hours:

General Mediation Issues: 1 hour(s).
Mediation Ethics: 1 hour(s).

Current CME Information

1. Below are continuing mediation education (CME) courses you have entered and have been approved to meet the continuing education requirements of Rule 31, § 18(a).

[\(Review explanation of requirement\)](#)

Date	Provider	Name	General Mediation Issue	Mediation Ethics	General Continuing Education	TN Family Law
11/15/2018	Training Resolved, LLC	Family Mediation Bundle: 6 Hours	1.00		2.00	3.00

Back Cancel Renewal

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Figure 4 - Renew My Listing Education not Complete

In this example for our mediator, his renewal year requires CME credits. In this case the system displays a series of messages on the Current CME Information screen. Including the number of CME hours entered, the number of hours still required and a breakdown of the training Categories that still need training hours. These messages are based on the type of listing(s) to be renewed. The only option for the mediator is to cancel their Renewal until the correct number of hours has been added to their records.

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Renewal Application for Rule 31 Listed Mediators

Please visit the tncourts.gov website to view your online Rule 31 Mediator listing which includes the counties in which you are currently noted as willing to serve. [Find Mediator](#)

Counties served and Mediation completed

2. Please list any changes you'd like to make to the counties in which you are willing to serve as a Rule 31 Mediator:

Counties in which you will serve: Anderson, Bedford, Benton, Bledsoe, Blount, Bradley, Rutherford

3. Select the number of mediations you have completed since January 1, 2019 to current date or through December 31, 2019:

Tennessee State Courts: 1

State Courts outside Tennessee: 0

Federal Courts: 0

Pre-Suit: 0

[Back](#) [Save/Continue](#)

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Figure 5 - Renew My Listing Counties and Mediations

On this page, the only entry needed is to lists the counties in which you will serve. The system will allow a maximum of seven (7) selections from the drop-down list when you click on the down arrow in the input field.

The system maintains all the Rule 31 Mediation reports that have been entered for the calendar year of the renewal and preloads the counts to the renewal. If you believe the numbers are not correct, cancel the renewal and use the View all my Mediation Reports.

You may Cancel the renewal or click on Save/Continue

Pro Bono Information

Renewal Application for Rule 31 Listed Mediators

Total Pro Bono or Reduced fee Mediation hours for this calendar year:

Total Reports: 1

Type of Dispute	Total # of Hours	Was it court ordered or did you volunteer?	Was it private or community mediation center?
Medical Malpractice	5	Volunteer	N/A

4. Total hours for Pro Bono or Reduced fee mediations entered for this calendar year: 5

4. a. I wish to be recognized by the Tennessee Supreme Court for my Pro Bono work? Yes No

[Back](#) [Save/Continue](#)

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Figure 6 - Renew My Listing Pro Bono

This page is for the Pro Bono information. The system will calculate the number of Pro Bono mediations and displays a list of the Mediations that have a fee type of Pro Bono or Court order Pro Bono and shows the total hours you have entered.

1. **Total Pro Bono or Reduced fee Mediation hours for this calendar Year:** Enter the total number of hours in Pro Bono and Reduced Fee mediation for the current calendar year.
 - a. Maximum hours enterable is 999.99
 - b. Optional
2. **I wish to be recognized by the Tennessee Supreme Court for my Pro Bono work.** Indicate yes or no by clicking on the appropriate radio button
 - a. Required

You may Cancel the renewal or click on Save/Continue

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Renewal Application for Rule 31 Listed Mediators

Professional Licenses

5. Add any professional licenses below:

[Add New License](#)

License #	Issued	Expires	Name	Address	Phone
546465	1/1/2002	1/1/2003	State of Tn	511 Union Street Nashville , TN 37219	615-741-2346
235	2/20/2019	2/20/2020	tennessee	1 m, TN 37217	615-235-1234

2 (a.) Have your professional privileges ever been curtailed at any time? Yes No

3 If yes, please explain (include date and current status)

Type the explanation

4 (b.) Do you have any pending disciplinary actions against you now? * Yes No

* The failure of a Rule 31 listed mediator to acknowledge that he/she has been disciplined by a professional organization or that his/her professional privileges have been curtailed, may result in denial of the mediator's renewal application or in the subsequent removal of the mediator from listing.

[Back](#) [Save/Continue](#)

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Figure 7 - Renew My Listing Professional Licenses

The system will display any professional licenses that the mediator has entered previously. This, however, does not include licenses entered on the original applications.

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1. To add additional licenses click on the Add New License Button.

The screenshot shows a 'License Entry' form with the following fields and callouts:

- Professional license**
 - License #: Callout 1
 - Date Issued: Callout 2
 - Date Expires: Callout 3
- Licensing Agency**
 - Agency: Callout 4
 - Address: Callout 5
 - Address 2: Callout 6
 - City: Callout 7
 - State/Zip: Callout 8 (includes a dropdown menu and a 'Zip' label)
 - Phone: Callout 9

Buttons: Cancel, Save

Figure 8 - New License Pop Up

1. **License #:** Enter your license number
 - a. Maximum length is 20 Characters
 - b. Required
2. **Date Issued:** Enter the date the license was issued
 - a. Maximum length is 8 Characters
 - b. Format mmddyyyy
3. **Date Expires:** Enter the date the license was issued
 - a. Maximum length is 8 Characters
 - b. Format mmddyyyy
4. **Agency:** Enter the name of the issuing organization
 - a. Maximum length is 20 Characters
5. **Address:** Enter the address of the issuing organization
 - a. Maximum length is 20 Characters
6. **Address:** Enter additional address information of the issuing organization
 - a. Maximum length is 20 Characters
7. **City:** Enter the city of the issuing organization
 - a. Maximum length is 20 Characters
8. **State/Zip:** Select the state and enter the Zip code of the issuing organization
9. **Phone:** Enter a contact phone number of the issuing organization
 - a. Maximum length is 10 Characters

3. **Have your professional privileges ever been curtailed at any time?:** Indicate yes or no by clicking on the appropriate radio button
 - a. Required
2. **If yes, please explain (include the date and current status):** Enter in detail an explanation of why your professional privileges were curtailed including date and current status.
 - a. Maximum length is 6000 Characters
 - b. Required if the previous question was answered **Yes**
4. **Do you have any pending disciplinary actions against you now? *** Indicate yes or no by clicking on the appropriate radio button

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a. Required

You may Cancel the renewal or click on Save/Continue

This page allows you to certify all the data entered and indicate what your fee will be and allows you to indicate how you wish to pay.

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Renewal Application for Rule 31 Listed Mediators

Certify Renewal Application

6. Please certify your renewal application below.

I certify that the information supplied on this renewal application form is correct to the best of my knowledge and that I qualify for the renewal of my Rule 31 mediator listing(s). I will notify the Alternative Dispute Resolution Commission (ADRC) promptly of any change in my address or contact information. Should any professional license I hold be revoked or should I be disciplined by the Board of Professional Responsibility or any applicable agency, I agree pursuant to Supreme Court Rule 31 Section 18(f)(2) to provide notification of such action to the ADRC within 14 days of receipt of being advised of such revocation or suspension by the professional licensing agency or organization. I understand that all information herein is subject to verification.

I have read Tennessee Supreme Court Rule 31 regarding alternative dispute resolution and the related ADRC Policies(see link below). I agree to comply with the policies and regulations set forth in that Rule and all subsequent amendments. I agree to submit to the jurisdiction of the courts of the state of Tennessee and the Alternative Dispute Resolution Commission for purposes of fulfilling my obligation to comply with Rule 31 as it may be amended in the future.

I Certify **1**

ADRC Policies found [here](#)

Please indicate the payment method you wish to use to make your renewal fee of **\$100.00**

2 **3** Credit Card **4** Pay by Check

Pay by Check*: Send check payable to the Administrative Office of the Courts (AOC) to:

Tennessee Supreme Court
Attn: Alternative Dispute Resolution Commission
511 Union Street, Suite 600, Nashville, TN 37219-1768

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Figure 9 - Certify and Submit Renewal

1. By checking the box next to I certify you are in effect legally signing the information for the report.
2. The system indicates the renewal fee associated with the renewal. It is calculated based on the time frame of the renewal
3. If you are going to pay by credit card indicate so by checking the Credit Card radio button
 - a. By clicking on credit card, you will be directed to the AOC's Credit Card payment portal when you submit the renewal request.
4. If you are going to pay by credit card indicate so by checking the Pay by Check radio button
 - a. Checks must be submitted to:

Tennessee Supreme Court
Attn: Alternative Dispute Resolution Commission
511 Union Street, Suite 600, Nashville, TN 37219-1768

5. **Submit:** By clicking on the Submit button you will receive a confirmation screen

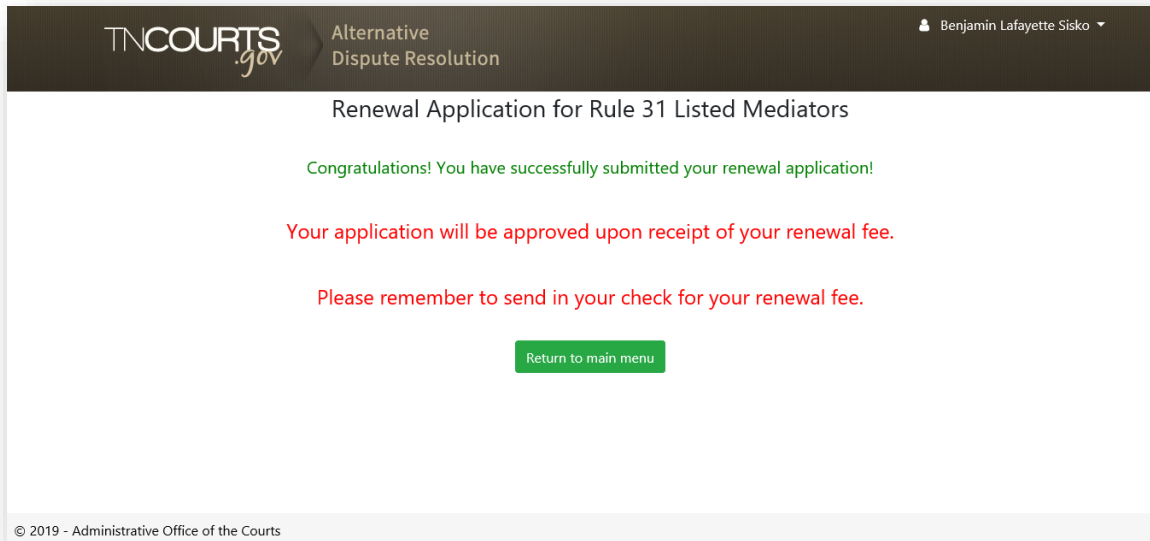


Figure 10 - Renew My Listing Confirmation for Check payment

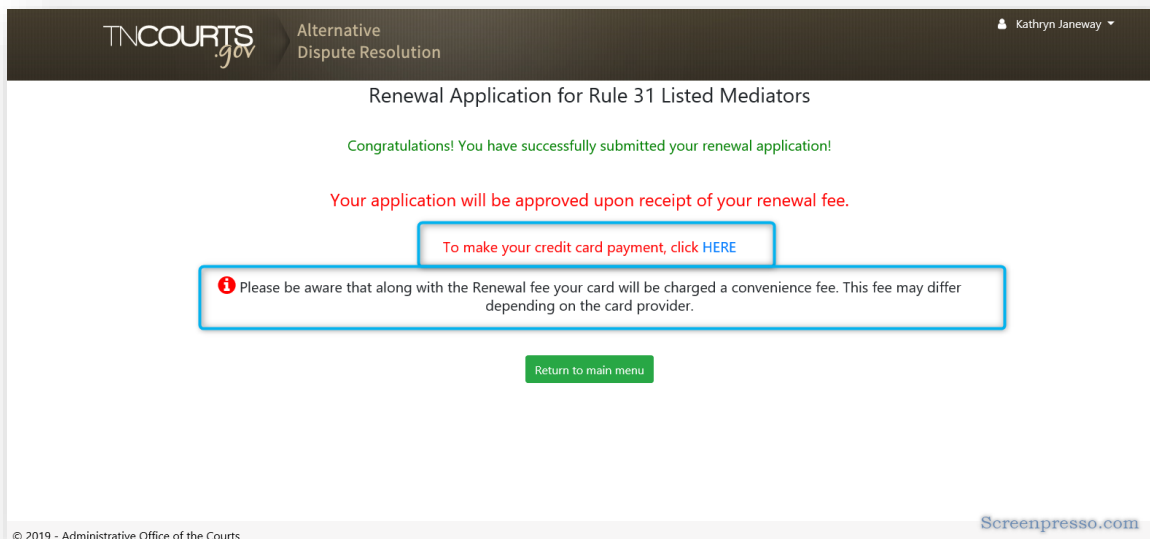


Figure 11 - Renew My Listing Confirmation for Credit Card payment

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If paying by Credit Card click on the word [HERE](#) on the confirmation screen and you will see the Administrative Office of the Courts Payment portal.



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Please select item(s) for which to pay:

Fields marked with an asterisk (*) are required

* Name/Company Name :

Description	Applicant Name(s)	Quantity	Price
<input type="checkbox"/> Mediator Application fee for general civil listing	<input type="text"/>	1	\$100.00
<input type="checkbox"/> Mediator Application fee for family listing	<input type="text"/>	1	\$100.00
<input type="checkbox"/> Mediator Application fee for family listing with specially trained in domestic violence issues designation based on attendance at ADRC approved DV course**	<input type="text"/>	1	\$100.00
<input type="checkbox"/> Mediator Application fee for general civil and family (dual listing)	<input type="text"/>	1	\$150.00
<input type="checkbox"/> Mediator Application fee for general civil and family (dual listing) with specially trained in domestic violence issues designation based on attendance at ADRC approved DV course**	<input type="text"/>	1	\$150.00
<input type="checkbox"/> Mediator Application fee for general civil listing with training waiver	<input type="text"/>	1	\$200.00
<input type="checkbox"/> Mediator Application fee for family listing with training waiver	<input type="text"/>	1	\$200.00
<input type="checkbox"/> Mediator Application fee for family listing with training waiver with specially trained in domestic violence issues designation based on attendance at ADRC approved course**	<input type="text"/>	1	\$200.00
<input type="checkbox"/> Mediator Application fee for general civil and family (dual listing) with a training waiver for one listing or both	<input type="text"/>	1	\$250.00
<input type="checkbox"/> Mediator Application fee for general civil and family (dual listing) with a training waiver for one listing or both with specially trained in domestic violence issues designation based on attendance at ADRC approved DV course**	<input type="text"/>	1	\$250.00
<input type="checkbox"/> Mediator Renewal application (Upcoming Year fee received on or before December 31)	<input type="text"/>	1	\$100.00
<input type="checkbox"/> Mediator Renewal application (Current Year fee received between January 1 through January 31)	<input type="text"/>	1	\$150.00
<input type="checkbox"/> Mediator Renewal application (Current Year fee for an Inactive Mediator through October 31, 2019)	<input type="text"/>	1	\$200.00
<input type="checkbox"/> ADR Annual Workshop	<input type="text"/>	1	\$150.00
Payment Amount:			\$0.00

** Mediators Must have a Family Listing to apply for Domestic Violence Listing

Administrative Office of the Courts 511 Union Street, Suite 600 Nashville, TN 37219 (615) 741-2687

[Browser Support](#)

Follow the instructions on the screen to complete the credit card payment. When finished with the payment process you will have the Alternative Dispute Resolution application open

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Click on the Return to main menu button to take you back to the Mediator Portal



The renewal process is complete after the Alternative Dispute Resolution Commission has received your payment and the AOC program Manager has approved your renewal. The system will generate an email to the mediator's email (the one use to log into the system) on your renewal status.

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