REVISED

September 26, 2017

TENNESSEE COURT SYSTEM TNCOURTSYSTEM 900

Alternate Dispute Resolution (ADR) Online System For Users

September 26, 2017

Table of Contents

3
3
4
4
6
8
9
10
12
14

Accessing TNCourts.gov Judicial e-Services

TNCourts.gov Judicial e-Services is a browser-based application, which allows a person interested in applying to become a Rule 31 Listed Mediator or an approved Rule 31 Listed Mediator access to the ADR online system. The ADR online system will allow applicants to apply for a Rule 31 Mediator Listing. The ADR online system will allow Rule 31 Listed Mediators to renew each year, and to submit Rule 31 reports.

- The best browser to use is Google Chrome but you can use IE, Firefox, or Safari.
- Please do not use special characters such as commas, quotes, periods etc. in the name of your PDF's. This can cause problems when you upload your documents.
- Example: Smith, John, resume.pdf **would not** be a good name.
- Instead use Example: John_Smith_resume.pdf

To access the ADR online system, enter the web address: <u>https://eservices.tncourts.gov.</u> Please add this address to your favorites list in your browser or set up a shortcut on your desktop for easy access.

A person wanting to fill out an application for a Rule 31 mediator listing will first register through TNCourts.gov Judicial e-Services. You must have a valid email address to register. Please contact the AOC if you need assistance logging in.

ADR Login Page

Select your browser to connect to the Internet. Enter the web address: <u>https://eservices.tncourts.gov.</u> Save this address as a favorite or bookmark.



This web address will open the TNCourts.gov Judicial e-Services web site. Look for the Login section. <u>Enter your email address and password.</u> Click on "Login"

-	TNCOURTS Ten	nessee Judicial e-Services
Login		Need an account? <u>Click New & Nousier</u>
E-mail Address	Password	System Messages
Login	Formed youll passessed?	Message Expires: Monday, April 30, 2018 USING ESERVICESADC
Citcli have to Convert your D	Count Sectors Africa Instant Sectors 116 Sto	Prince Prince

ADR Home Page

Once you login the following page will appear. Click on the "Submit an Application" button to start filling out your application.

TNCOURTS	Alternative Dispute Resolution	EXAMPLE@AOCTEST.COM LOGOUT
Home Apply		My Account
Home - ADR		
Application Table		
You have not submitted any application	s. Please click on the button below to proceed.	
Submit An Application		

ADR Application: Step 1 Information Page

Step 1 explains the application process and tells you all the required documents you will need to upload before submitting the application.

Application: Step 1	
Application Instructions	
An applicant shall not advertise or proclaim in any manner that he/ah Alternative Dispute Resolution Commission	e is listed as a Rule 31 mediator until approved by formal action of the Tennessee Supreme Court
Your application must be received at the Administrative Office of the www.incourts.gov to be reviewed at the opresponding meeting data, application and all required documents. Please click on the link to vie the interview.incourts.gov/programs/metiation/resources-tracilatora/point interview.incourts.gov/programs/metiation/resources-tracilatora/point interview.incourts.gov/programs/metiation/resources-tracilatora/point interview.incourts.gov/programs/metiation/resources-tracilatora/point interview.incourts.gov/programs/metiation/	Courts by close of business at 4:30 p m (CDT) on the application deadline data listed on According to the ADRC policy, there is an application fee to be mailed-in once you submit your w Policy 23 - Rule 31 Application Fee Structure: Idea.
The following documents are required in order to apply to be a Rule 3 as POF files (.pdf) and ready for upload before continuing.	1 Medietor Prease olick on this link to review Pule 3). Please have the following documents saved
Training Documents	
Please see ADRC approved list of ourrent trainers here: http://www.tr requirement. you will need a course outline to complete your applicat	courts age/modifients/mediation/become-rule-31-mediator. If applying for waiver of training ion
Copy of Diploma or Transcript (for Non-Altomey) Cartificate of Course Completion for Listing / Course Outline	
Letter of Good Standing and Disciplinary Hist	ory Report
 Provide a "Letter of Good Standing" and a Disciplinary History F lipente listed on your application. The letter must include that y open disciplinary comptaints. "Jets on this line, and seroli to Sec 	teport from the Board or Agency charged with (secing licentaes to practice in your profession for each su are surrently in good standing with the Board or Agency and whether of not you have 3 or more tion 17(e)(2)(A-B) and 17(b)(1)(A) for complete details.
Two Character References	
Two Character References are required in order to submit your Rule Rule 31 Madiator Apolicant document to two individuals and request	31 Application. You may use the Application's e-mail feature to send the <u>Oneracler Reference</u> for that each fill out the Character Reference and return it to you.
Ask each individual to fill out the Character Reference for Rule You will then need to upload each Character Reference for Rule Reference" as the Document Type for each and then click "Cho Crice you have uploaded the two required Character Reference by clicking on "View PDF"	131 Mediator Applicant document and send the completed document back to you. 131 Mediator Applicant document using the "Add New Document" feature. Select "Character case File" to uplead the files from your computer to the Application. Then, click "Add" a, you can use the "Manage Documents" feature to ensure both bocuments were uploaded correctly.
arrested.	
Next	

After clicking next on the Step 1 page, you will get a warning that you are submitting a new application. Click on OK if you wish to proceed with filling out an application.

	IS
An applicant shall not advertise o Alternative Dispute Resolution Co	r proclaim in any manner that he/she is listed as a Rule 31 mediator until approved by formal action of the Tennessee Supreme Court ommission.
'our application must be received www.tncourts.gov to be reviewed application and all required docur http://www.tncourts.gov/programs	d at the Administrative Office of the Courts by close of business at 4:30 p.m. (CDT) on the application deadline date listed on at the corresponding meeting date. According to the ADRC policy, there is an application fee to be mailed-in once you submit your nents. Please click on the link to view Policy 23 - Rule 31 Application Fee Structure: s/mediation/resources-mediators/policies.
The following documents are request PDF files (.pdf) and ready for t	uired in order to apply to be a Rule 31 Mediator. Please click on this link to review Rule 31. Please have the following documents saved upload before continuing.
Training Documents	Message from webpage
Please see ADRC approved list equirement, you will need a cou	Warning: You are about to submit a new application. Are you sure you
 Copy of Diploma or Transo Certificate of Course Comp 	want to perform this action?
etter of Good Standi	OK Cancel
 Provide a Cetter of Good a license listed on your applic open disciplinary complaints 	Such the letter must indicate that you are contently in good standing with the board or Agency and whether or hot you have 3 or more s. <u>Click on this link</u> and scroll to Section 17(a)(2)(A-B) and 17(b)(1)(A) for complete details.
Two Character Refere	nces
wo Character References are re Rule 31 Mediator Applicant docu	quired in order to submit your Rule 31 Application. You may use the Application's e-mail feature to send the <u>Character Reference</u> for ment to two individuals and request that each fill out the Character Reference and return it to you.
 Ask each individual to fill 	out the Character Reference for Rule 31 Mediator Applicant document and send the completed document back to you. d each Character Reference for Rule 31 Mediator Applicant document using the "Add New Document" feature. Select "Character

ADR Application: Step 2 Personal Information Page

You will see your name and email address filled in the blanks. You can select a minimum of 1 up to a maximum of 7 counties you are willing to serve as a mediator in and to be included in your Rule 31 Mediator Listing, should your application be approved. Continually hold down the CTRL Key while

clicking on the counties you would like to select.

Application: Step 2 Instructions: Enter your personal and address information. Any field with a red asterisk * is a required field. You will not be able to proceed to the next page until it is entered on all required fields. Personal Information * Prefix * First Name Middle Initial * Last Name Suffix * Counties willing to serve Note: (Continuously hold the control key (Ctrl) while selecting 1-7 counties) Anderson Bedford Benton Biount Bradley Campbell Cannon Carroll							
nstructions: Enter your personal and address information. Any field with a red asterisk * is a required field. You will not be able to proceed to the next page until is a entered on all required fields. Prefix * First Name Middle Initial * Last Name Suffix Mr. EXAMPLE Counties willing to serve Note: (Continuously hold the control key (Ctrl) while selecting 1-7 counties) Anderson Bedford Benton Bledsoe Blount Bradley Campbell Cannon Carroll	Appli	cation: S	tep 2				
s entered on all required fields. Personal Information Prefix * First Name Middle Initial * Last Name Suffix Mr. EXAMPLE Counties willing to serve Note: (Continuously hold the control key (Ctrl) while selecting 1-7 counties) Anderson Bedford Benton Bledsoe Blount Bradley Campbell Cannon Carroll	nstruction	s: Enter your pers	onal and address	information. Any field with a re	d asterisk * is a required field. You v	will not be able to proceed to	the next page until information
Personal Information Prefix * First Name Middle Initial * Last Name Suffix Mr. EXAMPLE Counties willing to serve Note: (Continuously hold the control key (Ctrl) while selecting 1-7 counties) Anderson Bedford Benton Bledsoe Blount Bradley Campbell Cannon Carroll	s entered o	n all required fields	5.				
Personal Information Prefix * First Name Middle Initial * Last Name Suffix Mr. EXAMPLE * Counties willing to serve Note: (Continuously hold the control key (Ctrl) while selecting 1-7 counties) Anderson Bedford Bedford Bedford Biedsoe Blount Bradley Campbell Cannon Carroll	_						
* Prefix * First Name Middle Initial * Last Name Suffix Mr. EXAMPLE 1 * Counties willing to serve Note: (Continuously hold the control key (Ctrl) while selecting 1-7 counties) Anderson Bedford Bedford Blount Biedsoe Blount Blount Campbell Cannon Carroll	Persona	al Information	1				
Mr. EXAMPLE Counties willing to serve Note: (Continuously hold the control key (Ctrl) while selecting 1-7 counties) Anderson Bedford Benton Bledsoe Blount Bradley Campbell Cannon Carroll	Profix	* First Name			Middle Initial	* Last Name	Suffix
Mr. EXAMPLE Counties willing to serve Note: (Continuously hold the control key (Ctrl) while selecting 1-7 counties) Anderson Bedford Benton Bledsoe Blount Bradley Campbell Cannon Carroll Carroll	TTEILA	T in st maine			middle initial	Last Maine	Julix
* Counties willing to serve Note: (Continuously hold the control key (Ctrl) while selecting 1-7 counties) Anderson Bedford Benton Bledsoe Blount Bradley Campbell Cannon Carroll	Mr. 🔻	EXAMPLE				1	v
Note: (Continuously hold the control key (Ctrl) while selecting 1-7 counties) Anderson Bedford Benton Bledsoe Blount Bradley Campbell Cannon Carroll		+ Counting will					
Anderson Bedford Benton Bledsoe Blount Bradley Campbell Cannon Carroll		* Counties will	ing to serve				
Anderson Bedford Benton Bledsoe Blount Bradley Campbell Cannon Carroll		Note: (Continu	ously hold the c	ontrol key (Ctrl) while select	ng 1-7 counties)		
Bedford Benton Bledsoe Blount Bradley Campbell Cannon Carroll		Anderson	<u> </u>				
Biedsoe Blount Bradley Campbell Cannon Carroll		Bedford					
Biount Bradley Campbell Cannon Carroll		Benton					
Brount Bradley Campbell Cannon Carroll		Bleasoe					
Campbell Cannon Carroll		Blount					
Campoell Cannon Carroll		Bradley					
Carroll		Campbell					
Carloi		Carroll					
('ortor =		Carter	-				

Next, you will enter your Business and Mailing Address. You may enter both or just one. If you enter both, you will need to select which address you want to publish to the AOC website as part of your Rule 31 Mediator Listing. After entering all personal information fields, click the "Next/Save" button at the bottom of the page.

* Primary Phone Fax Number Area Code Fax Number * Email Address example@aoctest.com Business Address Business Name PO Box / Address 1 Address 2 City State City Business Address PO Box / Address 2 City State State	Phones and E-mail			
Printary Priorie Park Number Area Code Phone Number Ext. Area Code Fax Number * Email Address - example@aoctest.com Business Address Business Name PO Box / Address 1 Address 2 City State To Code To T	• Drimony Dhana	Fau Number		
•	Area Code Phone Number	Ext. Area Code Fax Number	er and a state	
Business Address Business Name PO Box / Address 1 Address 2 City State Zip Code Vaddress 1 Address 2 City State Zip Code * Address to be used for publications on the AOC website: * Address Business Address Business Address			* Email Address	
Business Address Business Name PO Box / Address 1 Address 2 City State Zip Code Mailing Address PO Box / Address 1 Address 2 City State Zip Code City * Address to be used for publications on the AOC website: Mailing Address Business Address			example@aoctest.com	
Business Name PO Box / Address 1 Address 2 City State Zip Code T City Code PO Box / Address 1 Address 2 City State Zip Code Zip Code 	Business Address			
City State City State Mailing Address PO Box / Address 1 Address 2 City State PO Box / Address 1 Address 2 City State Po Box / Address 1 Address 2 City State	Business Name	PO Box / Address 1	Address 2	
Mailing Address PO Box / Address 1 Address 2 City State Zip Code Address to be used for publications on the AOC website: Address to be used for publications on the AOC website:	City	State	Zip Code	
Mailing Address PO Box / Address 1 Address 2 City State Tip Code Address to be used for publications on the AOC website: Mailing Address Business Address		▼		
Zip Code Address to be used for publications on the AOC website: Mailing Address Business Address	Mailing Address PO Box / Address 1	Address 2	City	State
Address to be used for publications on the AOC website: Mailing Address Business Address	Zip Code			
Mailing Address Business Address	 Address to be used for publicat 	ions on the AOC website:		
Mailing Address Business Address	• •			
	Mailing Address Business	Address		
	MoutlCours			

ADR Application: Step 3 Education Information Page

You will need to enter your highest degree attained. You can enter up to 10 schools and information by clicking on the Add School tab to provide your educational background. All fields are required before you will be able to go to Step 4. Click the "Next/Save" button.

10000					
Education					
Highest Degree Attained					
V					
School Information					
School Name	City	State	Attended From	Attended To	
		v	RIPEAAAA	NINGANAN	
Degrees Attained	Major(s)	(1) Add Scince			

ADR Application: Step 4 Work History Information Page

You will need to enter at least 4 years of full time work experience. Please note: some applicants will be required to show 10 years of full time work experience per the requirements of Section 17. It is recommended that applicants provide 10 years of full time work experience when applicable. You can enter up to 10 work experiences. If you are currently in the job, leave the End Date blank to indicate that you are currently in the role. The Job Responsibilities character box has a character limit of 4,000. You will not be able to proceed with submitting you application if you go over 4,000 characters. Click the "Next/Save" button.

-									_			-
Δ	n	n	li.	c	a	ti	0	n	Q	t۵	n	Λ
	μ	P		u	u	u	U		9	ce	μ.	-

You must list 4 years or more of work history on this page. The number of work history years is based on the type of listing you are applying for and your degrees earned. Please review Rule 31 Section 17 to determine the amount of work history you are required to list. Click on this link and soroll to Section 17.

Instructions: Click on the circle with the plus sign to provide additional work history. Select the circle with the minus to remove work history.

cupation			
Primary Occupation			
Counselor			
Work Experience			
l worked			
Image: Control of the second secon			
Company Name	Job Title	Start Date	End Date
Test	test	08/01/2000	MM/DD/YYYY or Leave Blank
Address	City	State	Zip
test	test	Kentucky T	3705
Job Responsibilities			
test comments			
Character Count: 13			

ADR Application: Step 5 License Information Page

If you have no license, you may skip these questions. If you have multiple licenses, you will be required to upload a letter of Good Standing and Disciplinary History for each license. After you enter your license information, you will continue to the Additional Information tab.

	otop o		
License Informati	on		
' you hold or have ever h	eld any licenses, please select	one, both, neither o	the following options:
ttorney License		Other Profession	al License(s)
If I hold, or have ever	held, a license to practice law.	🔲 If I hold, or ha	ve ever held, a professional license other than that of an attorney.
ttorney License In	formation (Non-Tennes	License #	
	•		
	• · · · · · · · · · · · · · · · · · · ·		

The additional Information Tab is where you will be able to list Professional Affiliations and Volunteer Work. These are optional fields to provide Professional Affiliations and volunteer work/life experience to supplement your application. Continue to Other Background Section. All four of these are required fields and will need to be complete before you can proceed. If you select yes for any question, please provide an explanation. Click the "Next/Save" button.

	Information	
f you hold or	or have ever held any licenses, please select one, bo	oth, neither of the following options:
Attorney Lic	cense Othe	ar Professional License(s)
If I hold,	, or have ever held, a license to practice law. 🛛 🗎	f I hold, or have ever held, a professional license other than that of an attorney.
Addition	nal Information	
lat Profese.	sional Affiliations that may be relevant to this ap	plication
Optional		
.ist volunte	eer work or other relevant life work experience p	ertinent to this application
Optional		
)ther Bac	ckground	
Other Bad The failure of orlivers lic roceedings	ckground of an applicant to acknowledge that she or he ha sense; (2) disciplined by a professional organizat is are pending; may result in denial of listing or s	as been (1) convicted of a violation of the law other than a traffic violation not involving suspension tion or had his/her professional privileges curtalled; or (3) that criminal or professional disciplinary subsequent removal of neutral from listing.
Other Bac The failure of Indrivers lic Incceedings	ckground of an applicant to acknowledge that she or he ha cense; (2) disciplined by a professional organizat is are pending; may result in denial of listing or e ead and understand the above statement.	as been (1) convicted of a violation of the law other than a traffic violation not involving suspension tion or had his/her professional privileges curtalled; or (3) that criminal or professional disciplinary subsequent removal of neutral from listing.
Dther Bac The failure of orlivers lic proceedings I have re 1. Have y	ckground of an applicant to acknowledge that she or he ha cense; (2) disciplined by a professional organizal is are pending; may result in denial of listing or s ead and understand the above statement. you ever been convicted of any violation(s) of the law	as been (1) convicted of a violation of the law other than a traffic violation not involving suspension tion or had his/her professional privileges curtailed; or (3) that criminal or professional disciplinary subsequent removal of neutral from listing.
Other Bac ine fallure o i drivere lic iroceeding: I have re 1. Have y	ckground of an applicant to acknowledge that she or he ha cense; (2) disciplined by a professional organizat is are pending; may result in denial of listing or e ead and understand the above statement. you ever been convicted of any violation(s) of the law	as been (1) convicted of a violation of the law other than a traffic violation not involving suspension tion or had his/her professional privileges curtailed; or (3) that criminal or professional disciplinary subsequent removal of neutral from listing. w? Exclude traffic violations unless they resulted in the revocation or suspension of your license.
Other Bar ine failure o o drivers lic roceedings I have re 1. Have y Yes	ckground of an applicant to acknowledge that she or he ha cense; (2) disciplined by a professional organizal is are pending; may result in denial of listing or s ead and understand the above statement. you ever been convicted of any violation(s) of the law No	as been (1) convicted of a violation of the law other than a traffic violation not involving suspension tion or had his/her professional privileges curtalled; or (3) that criminal or professional disciplinary subsequent removal of neutral from listing. w? Exclude traffic violations unless they resulted in the revocation or suspension of your license.
Other Bac drivers lic incceedings 1 have re 1. Have y Yes 2. Have y	ckground of an applicant to acknowledge that she or he ha cense; (2) disciplined by a professional organizal is are pending; may result in denial of listing or s ead and understand the above statement. you ever been convicted of any violation(s) of the law No No	as been (1) convicted of a violation of the law other than a traffic violation not involving suspension tion or had his/her professional privileges curtailed; or (3) that criminal or professional disciplinary subsequent removal of neutral from listing. w? Exclude traffic violations unless they resulted in the revocation or suspension of your license.
Other Bar ine fallure o drivers lic incceedings 1 have re 1. Have y Yes 2. Have y	ckground of an applicant to acknowledge that she or he ha cense; (2) disciplined by a professional organizat is are pending; may result in denial of listing or e ead and understand the above statement. you ever been convicted of any violation(s) of the law No No	as been (1) convicted of a violation of the law other than a traffic violation not involving suspension tion or had his/her professional privileges curtailed; or (3) that criminal or professional disciplinary subsequent removal of neutral from listing. w? Exclude traffic violations unless they resulted in the revocation or suspension of your license.
Other Bac ine failure of infriend lice increadings I have re 1. Have y Yes 2. Have y Yes	ckground of an applicant to acknowledge that she or he ha cense; (2) disciplined by a professional organizal is are pending; may result in denial of listing or s ead and understand the above statement. you ever been convicted of any violation(s) of the law wo No you ever been subjected to discipline by any profess No	as been (1) convicted of a violation of the law other than a traffic violation not involving suspension tion or had his/her professional privileges curtailed; or (3) that criminal or professional disciplinary subsequent removal of neutral from listing. w? Exclude traffic violations unless they resulted in the revocation or suspension of your license.
Other Bac drivers lic incceedings 1. Have re Yes 2. Have y Yes 3. Have y	ckground of an applicant to acknowledge that she or he ha bense; (2) disciplined by a professional organizat is are pending; may result in denial of listing or e ead and understand the above statement. you ever been convicted of any violation(s) of the law wo No No No you ever been subjected to discipline by any profess No	as been (1) convicted of a violation of the law other than a traffic violation not involving suspension tion or had his/her professional privileges curtailed; or (3) that criminal or professional disciplinary subsequent removal of neutral from listing. w? Exclude traffic violations unless they resulted in the revocation or suspension of your license. sional organization?
Other Bac ine fallure (drivers lic roceeding) 1 have re 1. Have y Yes 2. Have y Yes 3. Have y Yes	ckground of an applicant to acknowledge that she or he has bense; (2) disciplined by a professional organizat is are pending; may result in denial of listing or e ead and understand the above statement. you ever been convicted of any violation(s) of the law No you ever been subjected to discipline by any profess No No	as been (1) convicted of a violation of the law other than a traffic violation not involving suspension tion or had his/her professional privileges curtailed; or (3) that criminal or professional disciplinary subsequent removal of neutral from listing. w? Exclude traffic violations unless they resulted in the revocation or suspension of your license. sional organization?

ADR Application: Step 6 Mediation and Training Information Page

You may choose one or both of the listings. (You will be prompted later to add DV) Click the "Next/Save" button.



You will then be required to choose what type of training you have received. You may also choose a waiver as a training requirement if you did not take a Tennessee ADRC approved training. You are required to enter the number of hours, course name, location, completion date, and training/organization name. If need to remove the General Civil from your application simply click on the "Remove General Civil Listing" button. Click the "Next/Save" button.

	ivil Mediation			
louse click on	the statement that applies	to your training requirements to	view training options. You m	ay only choose one statement
nd one trainin	g option. Chick on the state	ment again to collapse those tra	aning options.	
· L have com	pleted the following ADR/C	approved Mediation Training with	thin 15 years of submission of	this application: (CLICK TO
FILM OF I	101101			
 Waiver of 7 	Training Requirements for C	Certain Rule 31 Mediators: (CLI	CK TO VIEW OPTIONS)	
s) the training cou rovide additional to	rme(b) then provide a copy of the raining courses	settificate of completion or other proof of	Completion for each course listed. Cl	ick on the circle with the plus sign to
		1000	and the second	Trainer/Organization
# Hrs.	Course Name	Location	Completion Date	and the second
¢His. ⊕	Course Name	Location	MM/YYYY	

If you have selected to apply for Family, you will need to select your training and fill out the number of hours, course name, location, completion date, and trainer/organization. If you need to remove Family Listing from your application, simply click on the "Remove Family" button. Click the Next/Save button.

amily Me	diation			
ouse click on t id one training	he statement that applies to poption. Click on the statem	o your training requirements to ient again to collapse those tra	view training options: You n Ining options.	ay only choose one statement
I have com	pleard the following ADRC as IONS)	pproved Mediation Training with	hin 15 years of submission o	f this application: (CLICK TO
+ Waiver of T	raining Requirements for Ce	rtaio Rule 31 Mediators: (CLIC	K TO VIEW OPTIONS)	
ist the training he circle with th	course(s) then provide a co he plus sign to provide addit	py of the certificate of complet ional training courses.	ion ar other proof of complet	ion for each course listed. Click on
# Hrs.	Course Name	Location	Completion Date	Trainer/Organization

If you receive this error message, you did not complete all fields. Please review and fill out all the required fields. Click the "Next/Save" button.

• Errort a r	rrect the follow course must have all fie	ing errors: ids completed.		
amily Med	iation			
ouse click on the nd one training r	a statement that applies to option. Click on the statem	your training requirements to ient again to collapse those tra	view training options. You in ining options.	ray only choose one statement
I have complete	eted the following ADRC = 3NS)	ppreved Mediation Training wit	tion 15 youry of automission o	t that application: {CLICK TO
Wanver of Tra	ming Requirements for Ge	etten Role 31 Mediators: (CLD	IN TO VIEW OPTIONS)	
st the training care orde with the	ourse(s) then provide a co plus sign to provide addit	py of the certificate of complet ponal training courses.	ion or other proinf of complet	tion for each course listed. Click on
# Hrs.	Course Name	Location	Completion Date	Trainer/Organization

If you select to apply for DV, you need to select your training and fill out the number of hours, course name, location, completion date, and trainer/organization. Click the "Next/Save" button.

Domestic Viol	ence Designation			
it's the check has it	viu want a Domestic Voldanea r	tenanation if not click 'Nad/Save' in m	untinua.	
I would like t	he Rule 31 Family Mediato	or's Additional Designation as "9	aecially Trained in Domestic	Violence Issues
louse click on th nd one training	e statement that applies option. Click on the state	to your training requirements to ment again to collapse those tra	view training options. You mining options.	ay only choose one statement
 I have comp OPTIONS) 	leted 12 hours of ADRC a	pproved "Specially Trained in Di	omestic Violence Issues" Medi	ation Training (CLICK TO VIE
T have con Training v	mpleted 12 hours of AD within 15 years of subm	RC approved "Specially Train ission of this application.	ned in Domestic Violence I	ssues" Mediation
Training v Training v , WAIVER of (mpleted 12 hours of AD within 15 years of subm Domestic Violence ADRIC of VIEW OPTIONS)	RC approved "Specially Train ission of this application. norwed "Specially Traured in D	ned in Domestic Violence I omesta Violence Issues" Medi	ssues" Mediation
WAIVER of C (CLICK TO BID taining court ovide additional ira	mpleted 12 hours of AD within 15 years of subm Domestic Violence: ADRC of VIEW OPTIONS) w(s) then provide a copy of the r ining sources	RC approved "Specially Train ission of this application. oproved "Specially Trained in D	annesta: Violence Issues" Medi completion for each course listed. C	ssues" Mediation action Training Requirements * Ack on the citcle with the (Mas egy) to
Have con Training v WAIVER of ((CLICK TO EI Die training course orde additional tra # Hrs.	mpleted 12 hours of AD within 15 years of subm Domestic Violence ADRC of VIEW OPTIONS) se(s) then provide a copy of the o ming sources Course Name	RC approved "Specially Train ission of this application. monoved "Specially Traured in D celtificate of completion of other proof of Location	ned in Domestic Violence I onnesta: Violence Issues [®] Medi completion for each closese listed. C Completion Date	ssues" Mediation istion Training Reconcernence * ick on the cricle with the dus equilib TrainwrOrganization

ADR Application: Review Application Screen

You have now made it to the Review Application Screen. Here you will be able to edit and review any of your information by clicking on the tab and opening up the box with the red edit button in the upper right hand corner. Please make all changes before submitting your application to the AOC. You will not be able to edit your application once it has been submitted.

You will also be able to upload and view all your required documents. To upload your documents, go to the Documents Tab and click on "Add Documents" then a screen will appear. You will need to select the Type of Document you are going to upload by clicking on the down arrow tab under Document Type. Click on "Choose File". Select your file by double clicking and it will appear in the Add Document Box. Click on "Add". You will be at the Review Application screen and asked if you would like to add another document. Continue adding all documents until you have all the required documents.





Home R Papiy			Wy Asrophite
Review App	lication		Documents and own
· Personal University	SOUL CLICK TO EXPAN	Document Added	March Street, or you have a barrier
MUS Scime	Caustin siling some Caustin siling	Your dorwinent wer upbrader: survesticky. Waalds invo (der to sold: innotitier socornent? You da	Anthonous Required Training Documents - Last of fusions on Flandbort for Flandborg (- Dash and Fla
			 - L'Unique Differences Latie d'Good Banding and Descriment Recey Réport for Each Lonnes
) Settings & Gene	ant telemention (CLICK 15	FROMAND THE COLLAPSE	Career Solar Work in Program. When your application is ready to submit in Inn AOS, click on the send batton. Planes remaining to mad your check in the smount of \$250 to

If you click on the Send Application button, an error message will appear if you do not have all the required documents uploaded.



After uploading your documents click on the "Send Application" button and you will Agree or Cancel. Click "I Agree" and this will Electronically Sign the application. Your status will change from Work in Progress to Submit and you will see the application fee amount and the mailing address for the AOC. The AOC must receive your fee payment before you application will be submitted to the ADR Committee.

The insegnment in the Bonn Tennessee and the Attern Sic aniendes in studies that That spakishims and bee in Neutrine, TN 37239-1768 at the corresponding meet	Let instrease in the point of the provident of the provid	• opensy. I agree to write in the jutislicities of the coulds if es of fulfilling my adaptions to controly with Rule 31 as it may the Counts, Nanthyle Siro Center, Sum ADC, 511 linear Street, atom deather date totel on www.tocourts.gov to be reviewent to found in WDRC soncy 20 (effective June 1, 2016) on the
AOC methode at thtp://ww	en frisse til gen/program i mediation/resources	much more:
I Agros	Canad	
) Address & Darcard Int	Investion (CLICH TO LEPAND OR CURLAPSE)	When your application is marked to date the two AOC, date an the second building. Please extractions to mail your shock in the emount of \$250 to Termonic Supreme Coart Attractive Departs Heisoldien Contemans.
 Maximum (GLICS TO Mode characy (CLICS) Comment (CLICS) TO (nd Expand or Collapse) RPAND on Collapse)	Bit Lines Same Bit Lines Same Nambridg, TM 1721-5 (Kd) Band Application
 Primero (CLICE 10 Note entropy (CLICE 10) Note entropy (CLICE 10) Notemet (CLICE 10) Notemet (CLICE 10) 	HI ESTAND OR COLLAPSE) KRAND ON COLLAPSE) (CLICK TO EXPAND ON COLLAPSE)	Bit Dana Samu Manhada, TM 1929-5 Rol Band Application First from yeage

You will receive and email confirming the AOC is in receipt of your application.



ADRRegistration @tncourts.gov