

# Georgia Office of Dispute Resolution New Application Checklist

**ALL ITEMS BELOW MUST BE COMPLETED AND INCLUDED IN YOUR APPLICATION.**

**Applications must be submitted within 18 months of completing the appropriate training or applicants will be required to retake the training.**

## **GODR PRE-APPROVED TRAINING(S):**

- \_\_\_\_\_ 1. Neutral Registration Application ([online only](#)).
- \_\_\_\_\_ 2. Copy of your training certificates (General Civil Mediation: 28-hour training and 12-hour practicum; Domestic Relations Mediation: 42-hour training and 12-hour practicum). If you did not take a practicum, provide the documents in item #3.
- \_\_\_\_\_ 3. A copy of your [observation/co-mediation forms](#). For General Civil Mediation without a practicum, 5 signed observation/co-mediation forms are required. For Domestic Relations Mediation without a practicum, 1 signed observation form and 2 signed co-mediation forms are required.
- \_\_\_\_\_ 4. A [Criminal History Authorization](#) form, completed and signed.
- \_\_\_\_\_ 5. [Notarized Affidavit](#) confirming legal presence in the United States (**O.C.G.A.** § 50-36-1(e)(2) Affidavit)
- \_\_\_\_\_ 6. [A photocopy of the document used for the affidavit](#) (item 5) verifying legal presence in the U.S.
- \_\_\_\_\_ 7. \$125 fee if applying in either General Civil Mediation or Arbitration, or \$150 if applying in both General Civil Mediation and Domestic Relations Mediation.

**OUT-OF-STATE TRAINING(S) OR COURT-CONNECTED PROGRAMS IN ANOTHER STATE: IF YOUR MEDIATION TRAINING WAS CONDUCTED IN ANOTHER STATE OR WAS NOT PRE-APPROVED BY GODR, PLEASE INCLUDE ALL OF THE ABOVE ITEMS AND THE ITEMS BELOW:**

- \_\_\_\_\_ 8. Detailed syllabus/agenda for all parts of the training.
- \_\_\_\_\_ 9. Biographical information/curriculum vitae for the primary trainers.
- \_\_\_\_\_ 10. Letter of good standing from the court program director in the state where you served as a neutral (required only if you are an experienced mediator with a court-connected program in another state).