

**CIRCUIT COURT OF THE STATE OF OREGON**  
Fourth Judicial District

**GUIDELINES FOR MEDIATOR APPLICANTS**

Applying for inclusion on the  
MULTNOMAH COUNTY CIRCUIT COURT  
COURT-CONNECTED MEDIATOR ROSTER

**COURT-CONNECTED MEDIATORS**

Chief Justice Order (CJO) No. 05-028, signed on August 1, 2005, defines the requisite training and experience for designation as a court-connected mediator.

See: [https://www.courts.oregon.gov/courts/multnomah/programs-services/Documents/Mediation\\_CJO\\_05028.pdf](https://www.courts.oregon.gov/courts/multnomah/programs-services/Documents/Mediation_CJO_05028.pdf)

**MEDIATOR ROSTERS**

The mediator rosters are intended to provide a service both to the public who may be seeking a mediator and to the mediators who are practicing in these areas. Being included in the court listing does not constitute a recommendation by the court. It simply indicates that those mediators included have met the requirements for court-connected mediators as outlined by the 2005 CJO.

The rosters are accessible to the public on the Court's Internet website. If you qualify, your listing on the roster(s) will include your application, as you provide it.

**APPLICATION PROCESS**

Because of differing requirements outlined in the CJO and subsequent court practice, applicants (and applications) are divided into four general categories: (1) General Civil Mediators; (2) Probate Mediators; (3) Domestic Relations Custody and Parenting Mediators; and (4) Domestic Relations Financial Mediators.

Instructions for completing the applications:

- The application must be completed in full.
- Absolutely no handwritten applications will be accepted.
- Please note what category of mediation you are applying for and fill in the appropriate information for each category. (You may apply for multiple categories.)
- Note that some sections require that supporting documentation be provided (e.g. education section). These sections are marked with an asterisk.
- If you save the completed PDF application to your computer, this will expedite you updating information in two years, as required by the CJO.
- Once completed, use the "Send Completed Form Data To The Courts Via E-Mail" button on the last page of the application to create an e-mail to the courts (e-mail address is added automatically) with the form's data file as an attachment. It is strongly recommended that you add your e-mail address as a recipient to this e-mail. The court will not process your application until it has received this data file via e-

mail. If the original message has not been received by the Court, your copy of the message can be forwarded in its place.

Please be aware that submission of this application does not guarantee you will be included on the list of approved court-connected mediators for Multnomah County. A process of review will occur and final approval by the determining authority is required.

You will be notified of the status of your listing and your listing will appear on the website approximately 90 days following the submission and approval of your completed application.

If you have questions, please contact the Mediation Coordinator office at (503) 988-3318 or [mediation.coordinator@ojd.state.or.us](mailto:mediation.coordinator@ojd.state.or.us). (Note this email address is NOT the email address where your form is submitted.)