



Application for New Approval - Instructions

1. This form should be submitted when newly requesting approval to become a Dispute Resolution Provider in the following categories
 - Mediation:
 - Core
 - Domestic
 - Parent Adolescent
 - Civil
 - Juvenile
 - Mentor
 - Domestic Conciliation
 - Parenting Coordination
 - Case Management
 2. Approval is governed by [Supreme Court Rule 911](#). A **new application** is required when requesting approval in any of the above categories even if you are approved in another category.
 3. Approval is granted on an annual basis. A renewal will need to be completed each new calendar year to remain active. Do not use this form for a renewal request.
 4. **The application must be accompanied by a nonrefundable \$50.00 application fee.** Checks should be made out to the Kansas Office of Judicial Administration. The fee is waived if the applicant is providing services as a court employee, is employed by a state agency, or does not receive compensation for dispute resolution services.
 5. Applications must be submitted via mail to the address in the page footer below. If you qualify for a fee waiver, you may email the application to the email address below.
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Required Attachments:

- Copies of all verifying licenses or training certificates.
- Descriptions or syllabi of the training attended if not pre-approved.
- Writing sample (do not include names of the participants).
- Personal statement of the applicant's motive.
- **Two** letters of recommendation that comply with Rule 911(a)(3).
- Completed proof of **three** co-mediations for each mediation category covered by the application, unless applying for dual approval under Rule 911(c)(1)(C). This proof must include this approved [evaluation form](#) completed by your mentor mediator.
- If requesting waiver of any required qualification, a written request must be included with your application along with any supporting materials.
- Documentation of sliding scale system for assessing fees under K.S.A. 5-508.
- If applying for Mentor Mediator approval, attach a copy of the mentoring agreement you will use in your practicum.

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW

Approved			Denied		Fee		Date of Decision	
					Enclosed – Waived			
Core	Civil	Domestic	Parent Adolescent	Juvenile Dependency	Mentor	Domestic Conciliator	Parenting Coordinator	Case Management

Dispute Resolution Provider Application

Individual Information

Name: _____

DRP#: _____ (Only required if previously approved in different category.)

Address: _____

City, State, Zip: _____

Phone: _____ Fax#: _____

Email: _____

Application Information

Categories in which you are requesting approval:

- | | |
|--|---|
| <input type="checkbox"/> Core Mediation | <input type="checkbox"/> Domestic Conciliation |
| <input type="checkbox"/> Civil Mediation | <input type="checkbox"/> Parenting Coordination |
| <input type="checkbox"/> Domestic Mediation | <input type="checkbox"/> Case Management |
| <input type="checkbox"/> Parent/Adolescent Mediation | |
| <input type="checkbox"/> Juvenile Dependency Mediation | |
| <input type="checkbox"/> Mentor Mediation | |

Are you requesting a waiver of the application fee? ☐ Yes ☐ No

Reason for waiver: ☐ judicial branch employee
☐ state agency employee
☐ I do not receive compensation for dispute resolution services.

Are you requesting a waiver of any substantive requirement? ☐ Yes ☐ No

If yes, attach a letter along with any supporting documentation showing the experience or training that you would like to substitute for the requirement.

Are you a licensed attorney? ☐ Yes ☐ No

Do you conduct dispute resolutions as a court employee? ☐ Yes ☐ No

Are you a court services officer? ☐ Yes ☐ No

Do you conduct dispute resolution as a non-court
State of Kansas employee? ☐ Yes ☐ No

Would you like your contact information published on www.kscourts.org for referral purposes?

☐ Yes

☐ No

Please list the judicial districts where you will offer dispute resolution services:

Do you speak any other language besides English that you can use when providing services?

Which training(s) are you using to comply with the requirements of [Supreme Court Rule 911](#)?

If you are applying to be a mediator, please describe how you have completed the practicum requirements of Supreme Court Rules [911](#) & [915](#):

If you are applying to be a domestic conciliator, parenting coordinator, or case manager, please describe how you meet the mediation requirements of [Supreme Court Rule 911](#)(c)(2)-(4):

If you are applying to be a mentor mediator, have you served as lead mediator for 10 mediation cases in the area in which you are seeking approval as a mentor mediator? ☐ Yes ☐ No

If you are applying to be a mentor mediator, have you completed a minimum of 40 hours of CDRE after becoming an approved mediator? ☐ Yes ☐ No

Areas of Expertise

- ☐ Probate
- ☐ Limited Actions
- ☐ Small Claims
- ☐ Malpractice
- ☐ Employment
- ☐ Consumer
- ☐ Personal Injury
- ☐ Military/Veteran

- ☐ Civil Rights
- ☐ Public Policy
- ☐ Agricultural
- ☐ Environmental
- ☐ Special Education
- ☐ Victim/Offender
- ☐ Religious
- ☐ Other

History

Have you been convicted of a felony or misdemeanor?

☐ Yes

☐ No

If yes, provide dates of conviction, charges convicted of, and courts where convicted:

Has a formal mediator complaint ever been filed against you?

☐ Yes

☐ No

If so, explain:

Have you ever had a professional license suspended/terminated? ☐ Yes ☐ No

If yes, provide dates of suspension or termination, by whom, for what period, and reason for suspension or termination:

Education

School Name: _____

Address: _____

Attended: _____ to _____ Credit Hours: _____

Major: _____ Degree: _____

School Name: _____

Address: _____

Attended: _____ to _____ Credit Hours: _____

Major: _____ Degree: _____

Other areas of practice (law, social work, counseling, etc.):

Professional Licenses or Registrations

Type: _____

Conferring Entity: _____ Location: _____

Date Issued/Renewed: _____ Expiration: _____

Type: _____

Conferring Entity: _____ Location: _____

Date Issued/Renewed: _____ Expiration: _____

Mentor Mediator and Practicum Approval

If you are applying to be a mentor mediator, which types of mediation practicum will you offer?

- ☐ Core
- ☐ Civil
- ☐ Parent/Adolescent
- ☐ Juvenile Dependency
- ☐ Domestic

What type of practicum experience will you offer?

- ☐ Co-mediation
- ☐ Mediation simulations
- ☐ Combination of co-mediations and mediation simulations

- ❖ Under Supreme Court Rule 915(b), an approved mentor mediator must enter into a written mentoring agreement with the prospective mediator that includes all items identified in the rule. **Please attach a sample copy of the mentoring agreement you will provide with the practicum.**

Verification

I verify that all information I have supplied in applying for dispute resolution provider approval is truthful and accurate. I agree to uphold the Kansas Supreme Court Rules Relating to Dispute Resolution. I also agree to submit to periodic supervision and evaluation, and release of any information concerning my supervision or evaluation to the Director of Dispute Resolution while I am serving as an approved dispute resolution provider. In addition, I understand that to gain and maintain approval, I shall provide statistical information to the Director of Dispute Resolution on an annual basis.

Signature: _____

Date: _____

Subscribed and sworn to me before this ____ day of _____, 20__.

Notary Public

Commision Expires

Rev. 04/16/2025