

Application Instructions

The EDNY ADR Department has developed the EDNY Mediator Incubator, a mediation mentorship program designed to offer practical experience to junior attorneys (less than 15 years of experience) with a substantiated interest in mediating federal cases, but who have little experience as a mediator. To be eligible to apply, applicants must be admitted to practice in the Eastern District of New York. Applicants are also required to be admitted to the Bar of the State of New York for at least five (5) years and must have completed a total of twenty-four (24) hours of mediation training. The required twenty-four (24) hours of mediation training may be the result of attendance at several distinct programs, or at one twenty-four (24) hour training.

After admission to the program, incubator candidates will be required to attend an initial training and orientation session, observe a minimum of three (3) EDNY mediations, and co-mediate at least three (3) EDNY mediations with an experienced EDNY Mediation Panelist. Any observations or co-mediations done through the EDNY Mediator Incubator will be done on a pro bono basis. Each incubator candidate will be matched with an experienced mentor. After successful completion of the EDNY Mediator Incubator, candidates will be eligible for, but not guaranteed, admission to the EDNY Mediation Panel. Applicants must complete the enclosed application and submit one letter of reference from a person who has direct knowledge of the applicant's interest in and experience with mediation, and one letter of reference from a person who has direct knowledge of the applicant's legal knowledge and areas of expertise. Applicants will be assessed based on their experience with mediation, including mediation advocacy and active participation in mediation and dispute resolution organizations and associations. Availability and commitment to the program will also be taken into consideration.

Many EDNY litigants speak languages other than English. Please indicate below if you can speak languages other than English and if so what languages. Those who speak Cantonese, Mandarin, Russian, or Spanish are strongly encouraged to apply.

The EDNY serves a wide variety of litigants, including persons of varying age, race, ethnicity, national origin, gender, sexual orientation, physical or mental ability, religion, socioeconomic and family status. The Court's ADR Department recognizes that mediators with a wide variety of cultural and life experiences enrich the mediation process by bringing diverse perspectives to resolving disputes. To that end, applicants of all diverse backgrounds and experiences are encouraged to apply.

Please submit your application, two letters of reference, and a certificate of completion and agenda for any mediation training via e-mail to nyed_adr@nyed.uscourts.gov on or before Friday, September 3, 2021. Please use the subject line: EDNY Mediator Incubator.



US District Court Eastern District of New York

EDNY MEDIATOR INCUBATOR PROGRAM APPLICATION INSTRUCTIONS

Please complete the entire application, using additional paper if necessary. Incomplete applications will not be considered.

APPLICANT INFORMATION

Full Name:

Firm or Office Name:

Address:

Phone:

E-mail Address:

Website:

Bar Admissions

State Bar:

Bar Number:

Admission Date:

Eastern District of New York (Required):

Yes

No

Admission Date:

LEGAL AND OTHER EDUCATION

Degree:

School:

Year Graduated:

Other Relevant Information:

(e.g. publications, professional affiliations, awards, additional experience or skills)

LEGAL AND OTHER RELEVANT PROFESSIONAL EXPERIENCE

Provide a summary of legal or other professional experience (including teaching), particularly in the past five years:

Nature of Legal Practice

Litigation:

Number of years in active litigation:

Percentage of practice in last five (5) years:

Representing plaintiffs: %

Representing defendants: %

In federal court: %

In state court: %

Transactional:

Other:

Explain:

PRACTICE AREAS

Antitrust	Estate Planning	Medical Malpractice
Aviation	Ethics/Professional Responsibility	Medical Malpractice:
Banking	Family Law	Mental Health
Bankruptcy Law	First Amendment	Municipal Government
Civil Rights: Disabilities	Forfeiture	Partnership Law
Civil Rights	General Practice	Pension Funds
Discrimination/Employment	Health Care	RICO
Civil Rights: Housing	IP: Copyright and Literary	Real Property Law
Civil Rights: Police	IP: Patent	Secured Creditors
Other Enforcement	IP: Trade Secrets	Securities Law
Commercial Law	IP: Trademark	Sports Law
Construction	Immigration	Tax Law
Consumer Law	Insurance Contracts	Telecom Law
Contract Interpretation	Insurance Law	Tort: Personal Injury
Corporation Law	Internet	Tort: Products Liability
ERISA	Labor Law	Tort Law
Education Law	Labor Law: FLSA	Trade Regulations
Employment Law	Maritime/Admiralty	Trusts and Estates
Entertainment Law	Media	Unfair Competition
Environmental Law		

MEDIATION AND MEDIATION ADVOCACY EXPERIENCE

Have you ever served as a mediator? Yes No

List courts or organizations for which you serve or have served as a mediator:

Name of Organization(s):	Dates of Service:	Number of Cases:	Types of Cases:
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If you have served as a mediator, please provide the following information about your most recent five mediations. This information will be used for the purposes of this application only and will remain confidential.

Case Index Number	Date of Mediation	Plaintiff's Counsel Name and Firm	Defense Counsel Name and Firm
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Provide a summary of your mediation and mediation advocacy experience, particularly in the last five years:

MEDIATION TRAINING

Course Provider:

Course Description:

Date of Completion:

Hours:

REFERENCES

Please list three professional references. Your list may include the individual(s) who have provided you with a letter of reference for this application.

Name:

Title:

Phone:

E-mail:

Relationship:

LANGUAGES

Languages spoken other than English:

INCUBATOR PARTICIPATION CERTIFICATION

By submitting this application, I certify that I am willing to observe at minimum three (3) cases and to co-mediate at minimum three (3) cases referred to me by the EDNY ADR Department within a one year period. I also certify that I understand that I will not be compensated for any observations or co-mediations conducted by me as part of the EDNY Mediator Incubator Program.

I am available to observe and co-mediate mediation sessions at the following locations:

Brooklyn Courthouse (225 Cadman Plaza East, Brooklyn, NY)

Central Islip Courthouse (100 Federal Plaza, Central Islip, NY)

Law offices in Manhattan, Brooklyn, Queens

Law offices in Long Island (e.g. Garden City)

CERTIFICATION

Have you ever:

- Yes No
- (1) Been part of any civil, criminal or administrative proceeding charging you with conduct involving dishonesty, unethical conduct or commission of a crime? Or
 - (2) Been disciplined or cited for a breach of ethics or unprofessional conduct by any court, administrative agency, bar association, or professional group? (If yes, please attach a declaration).

I certify that all the foregoing information is true and correct.

Date:

Signature: