

South Carolina
Board of Arbitrator and Mediator Certification

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(803) 799-6653
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www.scbars.org

TO: All Certified Arbitrators and Mediators
FR: The Board of Arbitrator and Mediator Certification
RE: Certification Renewal ("Recertification")

ADR NEUTRAL RENEWAL NOTICE

Pursuant to applicable law,* the Supreme Court and this Board require a \$50.00 annual recertification fee for each ADR neutral certificate you seek to renew.** A signed recertification statement, along with all recertification fee(s), is **due and payable on or before December 31, 2007**, after which a \$50.00 late fee per certificate may apply. [Exception: New certificates issued on or after October 1, 2007, need not be renewed this year.]

Please complete and return to this office all of the enclosed forms, along with a check for all applicable fee(s) made **payable to the South Carolina Bar; one check per person, please** (a single check for all neutrals in a firm is difficult to process). Credit cards are not accepted. If you do not wish to renew one or more of your active certificates, we must still hear from you: please check and initial the appropriate box on the attached form, sign, and return it to the address listed above. Please note that if you do not renew now but later wish to be certified again, you must reapply under the rules as they exist at that time.

Please verify your contact and other information, including the counties in which you are listed as available for appointment as a mediator or arbitrator; you must specify at least one county to remain certified and on the roster. Hand edits in margins are permitted, if legible. This information is used to generate the official rosters made available to the courts, attorneys and the public, including the roster online at www.scbars.org/adr. Contact this office immediately should your information, availability or eligibility change in 2007.

Return of the volunteer form at the end of this notice is optional, but appreciated.

NOTE: This is a generic, blank form. Please use the customized form mailed to you in September 2007 if at all possible. Otherwise, use this form, but be warned: Attempts to renew more or less certificates than you hold, including overpayments, underpayments and failures to sign, will be rejected, with the entire form and payment being returned to you for correction. To verify your current certificates, go to www.scbars.org/adr and look up your name under "Find Certified ADR Mediators and Arbitrators." This will also show the counties in which you may be appointed.

* See SCACR Rule 422(c)(5); Supreme Court Order dated June 27, 2002; Commission on Alternative Dispute Resolution Regulation V.B.7; and Court-Annexed ADR Rule 15(a). This renewal is separate from your Bar dues or other professional licenses.

** E.g., if you hold and wish to renew only one certificate, you owe fifty-dollars (\$50.00). If you hold and wish to renew a Circuit Court Mediator (CCM) certificate, a Circuit Court Arbitrator (CCA) certificate, and a Family Court Mediator (FCM) certificate, then to renew all three you owe \$150.00.

2008 ADR NEUTRAL RECERTIFICATION APPLICATION

(Please print legibly.)

Name: _____

Firm: _____

Address: _____

Telephone: Office: _____ Fax: _____

Email: _____ Website: _____

My S. C. Bar (or Other Professional License Number) is: _____

Certified as a Circuit Court Arbitrator on:

Counties Available:*

Certified as a Circuit Court Mediator on:

Counties Available:*

Certified as a Family Court Mediator on:

Counties Available:*

***You must be available for appointment in at least one county.**

1. RENEWAL: I possess and DO want to renew the following certificates (remember to sign a recertification statement on the next page for each certificate you are renewing):

Circuit Court Arbitrator (\$50.00 annually) Circuit Court Mediator (\$50.00 annually) Family Court Mediator (\$50.00 annually)

Enclosed is my check # _____ **made payable to the South Carolina Bar** for \$ _____.
(Credit cards not accepted. One check per person, not per firm; include your name on the check.)

2. NON-RENEWAL: I possess, but DO NOT want to renew the following certificates (initial/sign each, please). I understand that if I wish to be re-certified later, I must reapply under the rules that exist at that time and pay the full application fee.

Circuit Court Arbitrator Circuit Court Mediator Family Court Mediator
Initialed/signed: Initialed/signed: Initialed/signed:

After completing all sections, please deliver form, with all fee(s) **by December 31, 2007**, to:

Board of Arbitrator and Mediator Certification
c/o South Carolina Bar
P.O. Box 608 (950 Taylor Street)
Columbia, SC 29202-0608 (29201)
ATTN: Joan S. Brown, Esq.

~ PLEASE MAKE CHECK PAYABLE TO THE SOUTH CAROLINA BAR ~

RECERTIFICATION STATEMENTS (blank form)

You **must** sign a recertification statement **for each ADR certificate you seek to renew:**

1. CIRCUIT COURT ARBITRATOR

I am a member in good standing of the South Carolina Bar and/or a member in good standing of each jurisdiction where I am admitted to practice law; and

I certify that I am of good moral character and that I am familiar with the statutes, rules and practice governing arbitration in the circuit courts of South Carolina and I agree to: (1) Provide arbitration to indigents without pay; (2) Notify the Commission of any change in my ability to perform duties as an arbitrator; (3) Pay any administrative fees established by the Supreme Court; and (4) comply with the Code of Ethics for Arbitrators (appended to the Circuit Court ADR Rules).

Signature _____ Date _____

2. CIRCUIT COURT MEDIATOR

I am a member in good standing of the South Carolina Bar and/or a member in good standing of each jurisdiction where I am admitted to practice law; and

I certify that I am of good moral character and that I am familiar with the statutes, rules and practice governing mediation in the circuit courts of South Carolina and I agree to: (1) Provide mediation to indigents without pay; (2) Notify the Commission of any change in my ability to perform duties as a Mediator; (3) Pay any administrative fees established by the Supreme Court; and (4) comply with the Standards of Conduct for Mediators (appended to the Circuit Court ADR Rules).

Signature _____ Date _____

3. FAMILY COURT MEDIATOR

I am a member in good standing of the South Carolina Bar and/or a member in good standing of each jurisdiction where I am admitted to practice law; **or,**

I am a (check all that apply):

- ___(a) psychologist; or,
 - ___(b) master social worker; or,
 - ___(c) independent social worker; or
 - ___(d) professional counselor; or,
 - ___(e) associate counselor; or,
 - ___(f) marital and family therapist; or,
 - ___(g) physician specializing in psychiatry,
- licensed and in good standing under Title 40 of the 1976 Code of Laws, as amended; and

I certify that I am of good moral character; that I am familiar with the statutes, rules and practice governing mediation in the family courts of South Carolina; and that I have not within the last five (5) years, been denied a professional license or disciplined for character or ethical reasons or for professional misconduct in this State, any other state or the District of Columbia; and I agree to: (1) Provide mediation to indigents without pay; (2) Notify the Commission of any change in my ability to perform duties as an arbitrator; (3) Pay any administrative fees established by the Supreme Court; and (4) comply with the Standards of Conduct for Mediators (appended to the Family Court Mediation Rules).

Signature _____ Date _____