



## Seventh District Mediator Policies

### All mediators:

- ❖ **Must follow all state ethics policies and procedures**
- ❖ **Must follow the state child abuse reporting guidelines**
- ❖ **Should report any unknown allegations of abuse to the ADR Office immediately**
- ❖ **Should report any unusual circumstances to the ADR Office**
- ❖ **Should arrive prior to the scheduled mediation session and allow thirty (30) minutes for each party to show before canceling the session**
- ❖ **Must allow observers assigned by the ADR Office**
- ❖ **Must agree to provide pro bono hours and hours at reduced rates to defray mediation costs for parties with limited ability to pay**
- ❖ **Must keep the state certification current – copies of state renewals will be kept on file in our office**
- ❖ **Must complete a minimum of three (3) hours of continuing education approved by the Georgia Office of Dispute Resolution each calendar year – copies of continuing education certificates will be kept on file in our office**
- ❖ **Should carry their own insurance**
- ❖ **Can charge up to two (2) times their hourly rate if parties do not cancel at least forty-eight (48) hours prior to the scheduled mediation session – mediators should use common sense when deciding whether or not to charge the cancellation fee**