



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 or unusual circumstances to the ADR Office immediately**
- ❖ **Should arrive prior to the scheduled mediation session and allow thirty (30) minutes for each party to show before canceling the session**
- ❖ **If notified by the ADR office, must conduct the screening tool provided by the GODR office prior to the mediation. Results must be submitted to the ADR office prior to the start of the mediation. Contact the ADR office prior to the start of mediation to verify receipt of the results.**
- ❖ **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 state registration current - copies of state registration may be requested by our office if unable to verify through Georgia Office of Dispute Resolution (GODR)**
- ❖ **In the event a mediator wishes to have changes made to their information it must occur in writing and with supporting qualifying documentation**
- ❖ **Should carry their own insurance**
- ❖ **Can charge up to two (2) times their hourly rate if parties do not cancel at least two business days prior to the scheduled mediation session - mediators should use common sense when deciding whether or not to charge the cancellation fee**