

**Multi-Door Dispute Resolution Division**  
**Landlord & Tenant and Small Claims Mediator Training Announcement**  
**June 2018**

The Multi-Door Dispute Resolution Division of D.C. Superior Court is soliciting applications from those interested in mediating in the division's Small Claims or Landlord and Tenant Mediation Programs. Applicants will be trained for only one of the two programs; applicants may ask to be considered for either program or may express a preference. Training is provided at no cost. Trainees are required to make a commitment to mediate for the program for one year following the completion of training.

The initial 3-day training will provide instruction on the fundamentals of mediation. Trainees will receive an additional day of program-specific training, based on the program for which they were selected. The initial segment of training will be held on October 18<sup>th</sup>, 19<sup>th</sup>, and 22<sup>nd</sup>, from 9:00 am to 5:00 pm. An additional day of Small Claims training will be held on October 26<sup>th</sup> from 9:00 am to 5:00 pm. Two additional half-days of Landlord and Tenant training will be held on October 29<sup>th</sup> and 31<sup>st</sup>, from 9:00 am to 12:00 pm. Trainees must commit to attending all parts of the training; those who miss any part of the training will become ineligible to continue.

Following the classroom instruction, trainees will complete a mentorship with experienced mediators for at least three cases, or until both trainee and program staff agree that they are ready to mediate independently. New mediators must then mediate the first three solo mediations without compensation before becoming eligible to receive a stipend. All parts of training and mentorship must be successfully completed before trainees will be added to the program roster. Once added to the program roster, new mediators will begin their initial one-year commitment and must make themselves available to mediate at least twice per month during this initial year. Training certificates will be awarded only upon completion of the one-year commitment.

Following the initial commitment year, approved mediators will begin their first two-year term. To remain active thereafter, mediators must be available to mediate at least 12 slots/cases per year and earn 12 hours of applicable continuing education during each two-year term. Multi-Door offers ample free training, sufficient to allow mediators to earn their continuing education credit through Multi-Door.

**Landlord and Tenant** mediators are scheduled in two ways: 1) mediator shifts of four hours in length, one starting at 9:00 am and one starting at 10:00 am each weekday and 2) by assignment to individual cases scheduled from 1:30-3:30 pm on weekday afternoons. Cases may occasionally run longer than the allotted timeslot.

Applicants for the Landlord and Tenant Program must be able to make themselves available to mediate at least one 4-hour shift per month and one afternoon case (1:30-3:30 pm) per month

for one year following completion of training. Attendance at certain program training events may also be required.

Landlord and Tenant mediators are guaranteed a minimum of \$100 for a 4-hour standby shift, regardless whether they mediate a case. For afternoon cases, mediators are paid \$50 per case or \$50 for reporting, if the case is not mediated.

**Small Claims** cases are mediated each weekday morning, between the hours of 9:30 am and 12:30 pm.

Each Wednesday the court schedules debt collection matters only. Mediators are paid a flat rate of \$120 for a three hour commitment on Wednesdays; if released by 10:00 am, a stipend of \$50 is paid. On all other mornings, small claims mediators are paid a stipend of \$50 per case. They are also paid a standby stipend of \$50 for each morning they report as scheduled, if they are not assigned to mediate a case.

***Applications must be received by July 31, 2018.***

A short interview may be scheduled with applicants prior to selection. Applicants accepted for training will be expected to observe one Small Claims or Landlord and Tenant mediation session before the start of training.

Applications may be submitted by regular mail, email or in person. Those sent by regular mail should be sent to: Karen Leichtnam, Training Manager, D.C. Superior Court, 410 E St. NW, Washington, DC 20001. Email applications should be sent to: [MultiDoorTraining@dcsc.gov](mailto:MultiDoorTraining@dcsc.gov). In person delivery should be to the division's main office at 410 E St. NW, Room 2900.

Questions about the program or application process should be directed to Karen Leichtnam, ADR Training Manager, at [karen.leichtnam@dcsc.gov](mailto:karen.leichtnam@dcsc.gov) or by telephone at 202-879-0675, or to Jennifer Herman, ADR Program Specialist, at [jennifer.herman@dcsc.gov](mailto:jennifer.herman@dcsc.gov) or by telephone at 202-879-2944.