

**RULES AND PROCEDURES FOR OPERATION OF
THE ALABAMA CENTER FOR DISPUTE RESOLUTION, INC.**

Rule V.

Alabama Neutrals.

A. Alabama Mediator Roster and Arbitrator Roster.

1. The Center maintains a statewide roster of mediators. The present mediator roster is printed annually and is arranged alphabetically by the mediator's name, cross-referenced by county and areas of practice. The mediator roster is furnished without charge to all judges and mediators, as well as to attorneys, businesses, and members of the public who request it. Additionally, this roster can be accessed on the Internet at the web site: www.alabamaADR.org.

2. The Center also maintains an arbitrator roster. The present arbitrator roster is printed annually and is arranged alphabetically by the arbitrator's name, cross-referenced by county and areas of practice. The arbitrator roster is furnished without charge to all judges and arbitrators, as well as to attorneys, businesses, and members of the public who request it. Standards for arbitrators are being developed by the Commission.

3. An application to be included on either roster may be obtained by telephoning or e-mailing the Center.

4. Each application must be complete, must be signed and dated by the applicant, must be accompanied by a copy of a training certificate when required, and must be returned to the Center. There is a fee for being listed on the rosters.

5. Those who wish to be listed on the mediator roster must meet the qualifications for mediators established by the Commission, must agree to abide by the Alabama Code of Ethics for Mediators as adopted by the Alabama Supreme Court, and must conduct 10 hours of pro bono mediation per year as requested.

6. The Center will assist the Commission in reviewing, establishing, and modifying qualifications and ethics for mediators and arbitrators.

7. At the end of each calendar year, the Center will collect statistical information from those listed on the mediator roster and the arbitrator roster for the year just ending, including the number of mediations or arbitrations conducted, the number of pro bono mediations or arbitrations conducted, and the number of mediations or arbitrations settled during the mediation or arbitration process.

B. Request for Mediators or Arbitrators.

1. Anyone can request a copy of the roster of mediators or the roster of arbitrators by telephone, by e-mail, or by writing the Center, and a copy of the roster or, if requested, a printout of mediators or arbitrators located in a specific county will be provided. Additionally, a party can request a mediator or an arbitrator with expertise in a certain subject area.

2. If the Center receives a specific request for mediators or arbitrators with expertise in a certain subject area, the Center will mail or fax copies of three to five detailed mediator-or arbitrator-provider sheets for review. Additional information will be sent upon request. Prior to assisting with such requests, the Center will require information concerning where the mediation or arbitration will be held, the nature of the case being mediated or arbitrated, and the experience and training the person making the request has indicated the mediator or arbitrator must have.

3. If the Center responds to a specific request pursuant to paragraph 2 above, it will send a letter explaining that the Center does not endorse the mediators or arbitrators whose provider sheets it is enclosing or vouch for the quality of the services provided, and that those requesting the information should interview the mediators or arbitrators before making any selection.

4. The Center will maintain a record of each request.

[Adopted eff. 1-11-2001.]