

I.
REQUIREMENTS FOR CONSIDERATION OF
MEDIATION APPOINTMENTS

A mediator must submit a completed application to the Court Administrator to be considered for mediation appointments.

A mediator who, during a calendar year, desires to participate as an appointed may secure an application from the Court Administrator and must complete and return the application to the Court Administrator. The Court Administrator shall present the application to the Galveston County Mediation Services Board (hereinafter called the “Board”) at their next scheduled meeting. If the application is approved by a majority vote in attendance at the meeting, the Court Administrator shall add the mediator to the approved appointed list.

For purposes of these rules, the term “a majority of the board” means a majority of the board members in attendance at a meeting at which at least a quorum is present.

II.
QUALIFICATIONS FOR MEDIATORS TO RECEIVE
COURT APPOINTMENTS

A. Basic Requirements For All Mediators:

Compliance with all statutory guidelines contained in the Texas Civil Practice and Remedies Code, 154 and/or other applicable statutes. The Board may require further qualifications which shall be approved and recorded in the minutes and resolutions of the Board at regularly scheduled meetings. Guidelines shall include completion of the forty (40) hour basic training and any advanced training for Family, Juvenile, Children’s Protective Services Cases, and/or Criminal matters which may be required by the Board.

To be appointed as a CPS Mediator, a mediator must complete at least an 8 hour CPS mediation training program and provide a certificate of completion by the Course provider and be qualified as a Family Law mediator.

B. Annual Certification:

Must complete minimum of three (3) hours of continuing education in the last 12 months in Alternative Dispute resolution/Mediation, or be a current member in good standing of the Mediation Association of Galveston County.

Mediators shall certify to the Court Administrator on the date of original application and on or before the 1st day of October thereafter by filing a sworn annual certification form with the Court Administrator.

III.
COMPILATION OF MASTER LIST

In order for a mediator to be added to the Master List, a majority of the Board must agree that the mediator meets all criteria for placement on the list.

If one or more board members abstain from a vote, the Board shall deem the mediator "approved" if a majority of the board who did not abstain approve the application.

Mediators are required to notify Court Administration within ten (10) days of any material changes to the mediator's information and/or qualifications.

IV.
REMOVAL OF ATTORNEYS FROM THE MASTER LIST

Annual Review

The Board will conduct an annual performance review of all mediators on the Master List on or before March 1st of each year. The performance review may include, but is not limited to: communication with party; maintenance of communication tools (current fax, phone, email address and mailing address); knowledge and application of mediation; proper mediation procedures; ability of the mediator to effectively mediate.

A majority of the board shall determine if the mediator will remain on the Master List or be removed from the Master List.

Complaints and Reinstatement

The Court Administrator shall forward to the Board copies of any written charges, complaints or concerns, regarding a mediator on the Galveston County Appointment list. Such written charges, complains, or concerns must be signed by the complaining person. The Board shall schedule a hearing to address the complaint. The Board shall conduct the hearing in executive session unless the mediator submits a written request for a public hearing.

The Court Administrator shall notify the mediator, in writing, of the Board meeting and shall provide the mediator copies of the written and signed complaint. The mediator may respond to the complaint by providing a written, signed response to the Board, by appearing in person at the Board meeting to address the Board, or both.

After considering the complaint and the mediator's response, if any, the Board shall by a majority vote determine if the mediator will:

1. remain on the Master List;
2. be suspended from the Master List for a time period determined by the Board;
3. be removed from Master List; and/or
4. be required to undertake other remedial measures, including but not limited to, additional training.

If the Board removes a mediator from the Master List the mediator may, after the expiration of 180 days of the Board's decision, apply for reinstatement to the Master List.

V.
LIST UPDATE

Each year, the Court Administrator shall update and modify the list of eligible mediators consistent with the provisions of this Plan, and shall post the updated list outside the Galveston County District Clerk's Office and outside the Galveston County Clerk's Office no later than December 31st of each year.

VI.
RESPONSIBILITIES OF COURT-APPOINTED MEDIATORS

Court-appointed mediators for pro se parties shall make every reasonable effort to contact the party on a timely basis after notification of appointment is received. The failure of a mediator to comply with this requirement may be grounds for the judge to deny, or significantly reduce, any compensation claimed by the mediator for services rendered.

Mediators shall promptly notify the Court Administrator in writing of any matter that may disqualify the mediator by law, regulation, rule or under this Plan from receiving appointments.

Mediators shall promptly notify the Court Administrator of any changes in contact information.

Mediators must file a report with the Court after the mediation has convened within 3 working days.

The above set forth rules and order was adopted by unanimous vote of the Galveston County Mediation Services Board and is effective beginning October 11, 2018.

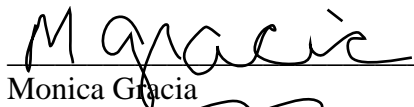
ORDERED this the 13th day of November, 2018.

Thayer Evans
President



Brenda DuShane
Secretary

Judge Anne Darring
306th District Court



Monica Gracia



M. Elizabeth Gunn



Marcela Ortiz-Tang
Vice President

Judge Lonnie Cox
56th District Court
Local Admin District Court Judge

Judge John H. Grady
County Court at Law No. 1

Myrna Reingold