



Office of Judicial Administration

Nancy Dixon, Judicial Administrator

Approved Program: Application for Renewal - Instructions

1. This form should be submitted for consideration of annual renewal of Program Approval pursuant to Supreme Court Rule 913.
2. A renewal application must be completed each calendar year to remain active.
3. Each approved program shall submit an annual report with the renewal application. The report shall comply with the requirements of Supreme Court Rule 913(d)(1)(A) and include the number and types of cases handled in the calendar year and show continued compliance with the dispute resolution act.
4. Renewal applications and the required attachments may be mailed or emailed to the addresses below, postmarked January 30 of the calendar year in which application for renewal is made.
5. The renewal application and fee must be postmarked by January 30. Renewal applications postmarked after January 30th will be \$75 (a \$25 reinstatement fee in addition to the \$50 renewal fee).

Required Attachments:

- Qualifications for any new neutral persons associated with the program;
- Annual report, and
- A non-refundable \$50.00 application fee (an additional \$25 reinstatement fee if renewal is submitted after January 30th).

INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW

Office Use
Only

Approved	Denied	Date of Decision

Office Use
Only

Approved Program Renewal Application

A. Program Information

Program Name: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax#: _____

Email: _____

B. Neutral Persons Associated with the Program or Service:

Name:	Qualifications Attached:		
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On File-OJA
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On File-OJA
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On File-OJA
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On File-OJA
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On File-OJA
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On File-OJA
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On File-OJA
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On File-OJA
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On File-OJA
_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> On File-OJA

C. Annual Dispute Resolution Report:

1. Summary of Dispute Resolution Services Provided during Prior Calendar Year:

Number of Mediations: Count each case just once (*example 5 Community*).

___ Domestic (Custody/Parenting Plan)	___ Civil Rights	___ Family
___ Domestic (Full Case)	___ Agricultural	___ Employment
___ Domestic (Property)	___ Special Education	___ Malpractice
___ Parent/Adolescent	___ Environmental	___ Small Claims
___ Limited Actions	___ Consumer	___ Community
___ Victim/Offender	___ Workers Comp	___ Probate

