



# BarADR<sup>®</sup>

## Mediation Accreditation 2019

The NSW Bar Association through the ADR Committee offers accreditation to members under the National Mediation Accreditation System.

Applications are sought from members of the Bar who hold a current practising certificate with 5 years' experience wishing to become an accredited mediator or be re-accredited as a mediator as well as those who may wish for their names to be included on the Association's list of Supreme Court mediators.

You may apply to become an accredited mediator and not apply for your name to be included on the Association's Court lists - the application provides you the option. Please note however that you must be accredited by the Bar Association should you wish your name to appear on a Court list.

To start your application, please click [here](#). If you have any problems or queries, please call Reception on (02) 9232 4055 or email [BarADR@nswbar.asn.au](mailto:BarADR@nswbar.asn.au).

**Applications close:** 5pm Tuesday 21 May 2019

Applications can be made online at <https://adr-accreditation.nswbar.asn.au/#/login>

### NSW Bar Association

B/174 Phillip St  
Sydney NSW 200

*Contact details*

**Email:** [BarADR@nswbar.asn.au](mailto:BarADR@nswbar.asn.au)

**Phone:** (02) 9232 4055



NEW SOUTH WALES  
**BAR ASSOCIATION**



## Step-by-step guide in using the online system

1. Go to: <https://adr-accreditation.nswbar.asn.au/#/login>  
Use your usual login details for the Bar Association. If you are unsure of your login details, call Reception on (02) 9232 4055 and they will be able to retrieve them for you.

2. Select Mediation Application

Please note, if you encounter issues with the online system, a PDF application form is available here

3. Once you have read the information, click 'Next Step'

If you have any problems or questions, please contact [BarADR@nswbar.asn.au](mailto:BarADR@nswbar.asn.au) or call Reception on (02) 9232 4055



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4. Confirm your details are correct and click 'next step'. If you cannot see your information, please try using another browser. If the problem persists, contact [BarADR@nswbar.asn.au](mailto:BarADR@nswbar.asn.au).

5. Select the mediator status that is applicable to your situation currently then scroll down and complete the sections below.

Depending on your current mediator status, you will be taken to different parts of the application. Be sure to fill out all the information required in the respective parts .

**Part A: General Information - To Be Completed by all applicants**

Mediator Status

- I am applying for accreditation with the NSW Bar for the first time (complete Parts A, B, E & F)
- I have been accredited in the past by the NSW Bar or another RMAB but my accreditation lapsed two or more years ago and wish to apply as an experienced mediator (complete Parts A, C, E & F)
- I was accredited or re-accredited as a mediator with the NSW Bar in 2015 and wish to renew my accreditation OR I was accredited as a mediator with the NSW Bar Association or another RMAB but my accreditation lapsed less than two years ago and I wish to renew (complete Parts A, D, E & F)
- I have accreditation with another RMAB which is about to expire and I am seeking re-accreditation through the NSW Bar Association (complete Parts A, D, E & F)
- I am accredited as a mediator with another RMAB and wish to be included on the NSW Bar Association's list of Mediators and the District Court and/or Supreme Court Mediator List (complete Parts A, E & F)
- I was accredited or re-accredited as a mediator with the NSW Bar in 2016 and wish to apply for the Supreme Court Mediator List ONLY (complete Parts A, E & F)

If you have any problems or questions, please contact [BarADR@nswbar.asn.au](mailto:BarADR@nswbar.asn.au) or call Reception on (02) 9232 4055



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6. To upload a document, ensure it is saved as either a word or PDF file on your computer. Click 'select files...', choose the correct file from your computer and click open.

Good Character Requirements

1. Do you have the personal qualities and appropriate life, social and work experience to conduct the process of mediation independently and professionally?  
 Yes  No

2. Do you have any criminal convictions?  
 Yes  No

You have selected YES, please attach a written statement disclosing the matters

Select files... ✓ Done

ADR Chat September 2017.pdf  
196.02 KB

3. Do you have any impairment that could influence your capacity to discharge your obligations in a competent, honest and appropriate manner?  
 Yes  No

You have selected YES, please attach a written statement disclosing the matters

Select files...

4. Have you ever been disqualified from any type of professional practice?  
 Yes  No

7. If you select an incorrect file, click the small 'x' to delete it and then upload the correct file.

Compliance Undertaking

10. I confirm that I have read and understood my obligations under both the:

- revised NMAS Approval Standards; and
- the revised NMAS Practice Standards.

Yes  No

11. I undertake to comply with the revised Approval Standards, the revised Practice Standards and any relevant legislation.  
 Yes  No

12. I understand that, if my application for accreditation, renewal of accreditation is successful, my accreditation or appointment to BarADR for a period of two years is dependent upon my holding a practising certificate and professional indemnity insurance during that entire period.  
 Yes  No

13. I also understand if I am appointed to the District Court Mediator list and/or Supreme Court Mediator List for a period of 2 years, my continued appointment depends upon my continued accreditation as a mediator by the Association.  
 Yes  No

Previous Step Next Step

8. Be sure to click NEXT STEP once you complete each part of the application.

If you have any problems or questions, please contact [BarADR@nswbar.asn.au](mailto:BarADR@nswbar.asn.au) or call Reception on (02) 9232 4055



## Step-by-step guide in using the online system

9. The final part of the application is the 'Agreement and Declaration'. Complete the Agreement and Declaration and click 'Next Step'

1 Introduction 2 Personal Details 3 Part A 4 Part B 5 Part C 6 Part D 7 Part E 8 Part F 9 Submit/Send

### Part F: Agreement and Declaration

*To be completed by ALL applicants*

**Please note:**

The Bar Council requires applicants to bring to its attention any adverse circumstances, including circumstances that do or that may reasonably be expected to adversely affect the professional or community standing and good repute of the applicant, including any adverse findings by any disciplinary body, and convictions or bankruptcy proceedings or bankruptcy debt agreement/arrangements since the date of admission to practice.

You do not need to notify matters which you have already notified to the Bar Council.

1. Are there any adverse circumstances relevant to you being accredited as a mediator under the NMA and/or being recommended for appointment to the Association's District Court and/or Supreme Court mediator panel?

Yes  No

You have selected YES, please attach a written statement providing full details.

Select files...

**Agreement**

I understand that accreditation as a mediator under the NMA and/or appointment to the Association's District Court and/or Supreme Court mediator panel is for a period of two years. I understand that I have the right after that period to apply for reaccreditation and/or reappointment.

I agree to the Association making enquiries about me concerning my fitness to be an accredited mediator and/or to be appointed to the Association's District Court and/or Supreme Court panel.

I undertake to notify the Bar Council in writing if I become aware of any adverse circumstances within the extended meaning as referred to above.

I consent to my name being put forward to courts, tribunals, organisations or persons by the Bar Association for referral for mediations. By selecting YES, I give my consent to the Bar Association's sending my name forward in this manner.

Yes  No

**Declaration (to be completed by all applicants)**

I, \_\_\_\_\_ declare by clicking YES below that the information and particulars set out in the above application are true in substance and in fact to the best of my knowledge.

Yes  No

Previous Step Next Step

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## Step-by-step guide in using the online system

10. Press 'Submit'.

1 Introduction 2 Personal Details 3 Part A 4 Part B 5 Part C 6 Part D 7 Part E 8 Part F 9 Submit/Send

You have reached the end of the application process. Please click the button below to formally submit your application. You will be notified by email on submission.

Submit

Previous Step

11. The screen below should then appear and you should receive an email confirming your application within the hour. Please contact [BarADR@nswbar.asn.au](mailto:BarADR@nswbar.asn.au) if this does not occur.

1 Introduction 2 Personal Details 3 Part A 4 Part B 5 Part C 6 Part D 7 Part E 8 Part F 9 Submit/Send

Thankyou for your application.

Previous Step

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