

The Justice Center of Atlanta, Inc

976 EDGEWOOD AVENUE, N. E.

ATLANTA, GEORGIA 30307-2580

PHONE: (404) 523-3613, EXT. 236 - FAX: (404) 523-3936 - CELL: (404) 213-5512

E-MAIL: Trish@justicecenter.org

From: Trish Wright, Training Services Coordinator/Registrar

Re: Mediation Training Information

This packet contains the mediation training information you requested:

- Course Descriptions – pages 2-3
- Information on Customized Trainings – page 3
- Teaching Methodology – page 4
- Training Objectives – page 4
- Sample Agendas – pages 5-7
- Requirements for Mediators' Credentials – page 8
- A Brief History of JCA – page 9
- Travel Directions to JCA – page 10
- Nearby Hotels – page 11
- Training Schedule of Classes and Fees – page 12
- Course Registration Form – page 13 (Last page)

The Justice Center of Atlanta (JCA) strives to make your training experience here one of the most professionally rewarding possible. Our services include a self-contained training site that provides easy access to free parking, on-site provision of continental breakfast, a fresh-daily southern buffet lunch and snacks at no additional charge. We accommodate special dietary needs with notification through your registration form.

The Justice Center is located in the Inman Park area of Atlanta. Inman Park is one of the nation's first garden suburbs and is listed on the National Register of Historic Places. The neighborhood is a quiet mix of commercial and residential establishments. It is a shaded neighborhood of lovely Victorian homes, Bed and Breakfast Inns, an historic special event facility and a few small businesses. The area provides a peaceful ambience for the business of training and for conflict resolution.

Please do not hesitate to ask questions when you finish reading the materials.

Basic Mediation Skills Course (40 hours, 5 days) is the JCA's most comprehensive, hands-on, thorough offering aimed at providing the foundation of conflict resolution theory and essential skills training for a general mediation practice in either public agency or private settings. Areas covered include workplace issues involving EEO claims under Title VII of the Civil Rights Act of 1964, as amended; the Americans with Disabilities Act of 1990; grievances covered under collective bargaining agreements; civil and criminal court case issues; and a myriad of other disputes arising in corporate, private and public settings. In this context the course provides an understanding of the mediation process; establishes and increases knowledge of the language of neutrality and the language of resolution; enhances communication and negotiation skills; and increases the abilities of participants in dealing with diversity issues. The course builds on itself step by step and is highly interactive and participatory between and among the class members and the instructors.

During the 40 hours, participants will see demonstrations of mediations and be involved in role-plays to test and hone their skills and understanding of the unique role of the mediator. During the course each participant will observe or be a part of 11 mediations followed by debriefings. The debriefing experiences provide specific, individual feedback in the role-plays and group feedback in all. The subject matter of these 11 cases ranges from discrimination and other workplace disputes to court referred matters. This scope of experience is designed to deepen the new and not-so-new mediator's understanding of the broad application of mediation skills and process wherever conflict arises. Significant emphasis is placed on the common ethical obligations and national standards mediators must accept in providing services in all settings.
Cost \$1390.

Please refer to the agenda on pages 5 and 6. Find teaching methodology and training objectives on page 4.

PLEASE NOTE: The course is *very* intense and requires homework each night: a total of 5-6 hours for the week. **Attendance during the entire 40 hours is required to receive a certificate of completion – no exceptions.**

All of our instructors are registered mediators with the Supreme Court of Georgia and have many years of experience not only in training but in mediating cases also. All instructors actively mediate for JCA and other entities. You will have 4 instructors for Basic Mediation Skills and individual coaching in your role-play.

Credential: Participants completing the 40-hour course may apply for registration as a neutral (a mediator for general civil disputes) with the Georgia Office of Dispute Resolution, the administrative supervisory arm of the Georgia Supreme Court's Commission on Dispute Resolution, for all matters involving ADR (Alternative Dispute Resolution). Residency in Georgia is not a pre-requisite to applying for and receiving registration status. Please go to www.godr.org for further information on registration. Also, feel free to call our registrar, Trish Wright, for more details.

Many states require 40 hours training in mediation theory and skills before allowing an individual to mediate. Check with your state's supreme court or your federal/state agency to determine training and professional requirements and whether it would accept JCA's 40-hour training as fulfilling the training obligations to become a mediator. The state of Virginia currently accepts JCA's course to meet its 40-hour training requirement; and, we believe, due to JCA's long-established (over 30 years), outstanding national reputation in mediation training, there are many other entities that also accept this course as fulfilling their basic requirements. Check first to be sure before enrolling if a credential in your state or agency is a goal.

CLE: 1st 28 hours: 27.9 General CLE hours, 1.3 Ethics Hours, and up to 3.0 Professionalism Hours plus in the last 12 hours, the Practicum portion: 12 General CLE Hours; 0 Trial Hours; 1 Ethics Hours; 0 Professionalism Hours. *The cost of CLE is not included in the course.*

Advanced Mediation Skills, Techniques and Approaches is a 20-hour, three-day course designed to give the mediator additional experience with the facilitative mediation process. It is recommended that the participant have completed either a Basic Mediation Skills course or Mediation in Workplace Disputes training **prior to taking this course**. After an assessment of the attendees' level of experience and knowledge, the course briefly reviews the basic mediation process and skills. The course then focuses on question asking and rapport building skills; advanced agreement writing exercises; co-mediation and the problems and assets of this approach; multi-party, multi-issue mediations; a stop-action exercise incorporating many different techniques to resolve issues on the spot in the mediation process; and an opportunity to participate in four additional role-plays. The course is suitable advanced training for those in the federal and private sectors.

Cost \$695 (\$693 for federal employees per a GSA contract)

Note: Attendance for the entire 20 hours is mandatory by JCA to receive a certificate for this training – no exceptions.

Mentoring for Mediators provides the opportunity to participate in 5 live mediations. The mentee observes 3 live mediations with post-session debriefing from an experienced JCA mediator who mediates in each of these three cases. Following the three observed cases, the mentee will mediate 2 cases under the auspices of the veteran JCA mediator. An extensive one-on-one coaching session will follow each of the mentee's mediations, which will include a summary report of suggestions for needed improvement. The oversight of mediator-mentors is provided by Edith B. Primm, Esq.

Participants must be local residents and mediators registered with GODR. This course may require 3 working weeks to complete the 5 cases with debriefings and summary report. Scheduling is on an individual basis (there is no class). You must schedule your time frame a minimum of 3 working weeks in advance. During the mentoring process, it may be necessary to schedule some cases in the evening.

Cost \$400

CLE: Each case and debriefing will last at least 1 hour. CEU: 10 Hours; CLE credit: 5 hours CLE credit with 2 hours of professionalism, and 3 hours of Ethics.

The Justice Center Of Atlanta, Inc.

CUSTOMIZED MEDIATION TRAINING

The Justice Center of Atlanta (JCA) provides mediation training in a variety of areas. Customized training classes can be tailored to meet the specific needs of an organization. Presentations and courses may range from several hours to multiple days.

A typical curriculum for a training course would include demonstrations, lectures, exercises and extensive role-play components to acquaint the participant with facilitation, conflict resolution, conflict management and the process of facilitative mediation as practiced by The JCA. The courses are intensive and highly participatory.

For specific information and price quotation, please contact

Edith B. Primm, Esq., Executive Director, 404-523-3613, ext. 204 edithprimm@justicecenter.org

TEACHING METHODOLOGY FOR ALL JCA TRAININGS

JCA presents courses through a variety of methods including: lectures by experienced ADR professionals, video tapes, instructor demonstrations, student participation, group projects, written projects, homework assignments, practical skill exercises, student proficiency demonstrations, discussions, role-play scenarios and written evaluations. The teaching style practiced by JCA places an emphasis on “hands-on” skill development. Instructional materials and lectures comply with the American With Disabilities Act. Students needing reasonable accommodation under the Act must so indicate on their registration form.

The large amounts of instructional material and limited classroom time mandate a strict attendance policy. You must attend each class in its entirety. There is no such thing as “make-up work” or “homework” to make up missed class time. In cases where an individual misses any portion of the course or chooses not to participate in a specific portion of the training, the student will not be issued a certificate of completion.

Training objectives for the Basic Mediation Skills Course are listed below. Please reference the course description on page 2 and the sample agenda on pages 5-6 for the specific course content of the basic course.

If you are considering taking a course, please feel free to ask for a recent statistical analysis of the course evaluation for the specific course that you are considering. Seeing what others said about the training after their successful completion may be helpful to you in deciding whether to take one of our course offerings.

TRAINING OBJECTIVES FOR MEDIATION COURSES

Participants in the Justice Center of Atlanta’s mediation training who complete the training will demonstrate:

1. an ability to adopt the mediation mindset and the language of resolution.
2. a knowledge and use of the various language techniques that enhance the opportunity for resolution.
3. an ability to implement the mediation process.
4. an understanding of the importance of confidentiality in the mediation process.
5. an appreciation of the impact of laws, ethics, regulations, policies and practices surrounding the mediation process and its outcome.
6. an appreciation of diversity issues.

The Justice Center of Atlanta, Inc.
BASIC MEDIATION SKILLS (40 hours)
 AGENDA (5 days, 8 hours/day)

Day 1

| | | | |
|-------------------|---|------|-------|
| 8:00-8:30 AM | Registration | | |
| 8:30-9:45 | Intro to Course | 1.25 | hours |
| | Overview of Mediation: ADR Processes & Court Processes | | |
| 9:45-10:00 | Break | | |
| 10:00-10:45 | Listening and Oral Skills of class (Introductory Dyads) | 0.75 | hours |
| 10:45 AM-12:00 PM | Mediation Demonstration | 1.25 | hours |
| 12:00-1:00 | Lunch | | |
| 1:00-1:30 | Discussion of Demo | 0.50 | hours |
| 1:30-2:30 | Preliminary Matters: Court and Other Agencies Referral Processes | 1.00 | hours |
| 2:30-2:45 | Break | | |
| 2:45-3:45 | Language of Resolution | 1.00 | hours |
| 3:45-4:00 | Break | | |
| 4:00-5:15 | Mediator's Opening Statement & Practice | 1.25 | hours |
| 5:15-6:10 | Individual Style Assessment | | |
| 6:10-6:15 | Distribution of Role-plays | 1.00 | hour |
| 6:15 PM | Dismiss | | |

Day 2

| | | | |
|-------------------|---|------|-------|
| 8:30-9:00 AM | Review of Opening Statement Additional Practice | 0.50 | hours |
| 9:00-10:00 | Remarks by Parties and Joint Discussion | 1.00 | hours |
| 10:00-10:15 | Break | | |
| 10:15-11:15 | Caucus & Evidence | 1.00 | hours |
| 11:15 AM-12:15 PM | Negotiation Strategies | 1.00 | hours |
| 12:15-1:15 | Lunch | | |
| 1:15-2:30 | Agreement Writing | 1.25 | hours |
| 2:30-2:45 | Break | | |
| 2:45-4:00 | Review of Mediation – Video | 1.25 | hours |
| 4:00-4:15 | Break | | |
| 4:15-4:30 | Introduction of Observers and Role-play | 0.25 | hours |
| 4:30-6:00 | 1 st Role-play and feedback | 1.50 | hours |
| 6:00-6:15 | Group Debriefing; Homework Assignments (Agreement Writing & 3 additional role-plays) | 0.25 | hours |
| 6:15 | Dismiss | | |

Day 3

| | | | |
|-------------------|---|------|-------|
| 8:30-9:00 AM | Review of Agreement Writing Homework | 0.50 | hours |
| 9:00-10:30 | 2 nd Role-play and Feedback | 1.50 | hours |
| 10:30-10:45 | Break | | |
| 10:45-11:15 | Debriefing of 2 nd Role-play | 0.50 | hours |
| 11:15 AM-12:30 PM | Diversity | 1.25 | hours |

Continued BASIC MEDIATION SKILLS (40 Hours)

(Continued - Day 3)

| | | | |
|------------|---|------|-------|
| 12:30-1:30 | Lunch | | |
| 1:30-3:00 | 3 rd Role-play and Feedback | 1.50 | hours |
| 3:00-3:15 | Break | | |
| 3:15-3:45 | Debriefing of 3 rd Role-play | .50 | hours |
| 3:45-5:15 | 4 th Role-play and Feedback | 1.50 | hours |
| 5:15-5:30 | Break | | |
| 5:30-6:00 | Debriefing of 4 th Role-play | .50 | hours |
| 6:00-6:15 | Review of Days 1-3 & Homework Assignments | .25 | hours |
| 6:15 | Dismiss | | |

Day 4

| | | | |
|---------------|---|------|-------|
| 8:30-10:30 AM | Legal and Ethical Considerations | 2.00 | hours |
| 10:30-10:45 | Break | | |
| 10:45-11:45 | Legal and Ethical Considerations | 1.00 | hours |
| 11:45-12:45 | Trouble-shooting & Handling Escalating Tensions; Wrap-Up of Basic | 1.00 | hours |
| 12:45-1:30 | Lunch | | |
| 1:30-2:45 | Introduction to Clinical Practicum Qualities & Characteristics of Mediator | 1.25 | hours |
| 2:45-3:00 | Break | | |
| 3:00-4:15 | Video: Landlord Tenant & Debrief | 1.25 | hours |
| 4:15-4:30 | Break | | |
| 4:30-5:45 | Civil & Criminal Mock Mediation (Live) | 1.25 | hours |
| 5:45-6:00 | Homework Assignment (Appendix C) | 0.25 | hours |
| 6:00 | Dismiss | | |

Day 5

| | | | |
|----------------|--|------|-------|
| 8:30-10:15 | Video: Neighborhood & Person Injury Cases with Debriefing | 1.75 | hours |
| 10:15-10:30 | Break | | |
| 10:30-12:00 | Mediation Styles The Importance of Rapport & How to Establish It | 1.50 | hours |
| 12:00-12:45 PM | Lunch | | |
| 12:45-1:15 | Negotiation Styles and Reactive Devaluation | 0.50 | hours |
| 1:15-2:30 | Video: Breach of Warranty Case with Debriefing | 1.25 | hours |
| 2:30-2:45 | Break | | |
| 2:45-4:15 | Ethics – Review of Appendix C | 1.50 | hours |
| 4:15-5:45 | Video: Termination Tempest with Debriefing | 1.50 | hours |
| 5:45-6:00 | Evaluation and Certificates | 0.25 | hours |
| 6:00 | Dismiss | | |

The Justice Center of Atlanta, Inc.
ADVANCED MEDIATION
Skills, Techniques & Approaches (20 Hours)
 AGENDA (3 days)

Day 1

| | | |
|-------------|--|------|
| 8:30–9:00 | Introductions: JCA and Participants | 0.50 |
| 9:00-9:30 | JCA Expectations for Class | 0.50 |
| 9:30-10:00 | Assessment | 0.50 |
| 10:00-10:15 | Break | |
| 10:15-11:15 | Discuss Assessment | 1.00 |
| 11:15-12:00 | Requisite Variety: Building Rapport (Gregorc) | 0.75 |
| 12:00-12:45 | Lunch | |
| 12:45-1:15 | “Cuban Detainee Crisis” Example of Rapport Building | 0.50 |
| 1:15-1:30 | Theory of Negotiation | 0.25 |
| 1:30-2:30 | Question Asking Skills | 1.00 |
| 2:30-2:45 | Break | |
| 2:45-3:45 | Exercises: Now What? | 1.00 |
| 3:45-4:15 | Stop Action Mediation Demonstration (Opening Statements) | 0.50 |
| 4:15-4:30 | Homework Assignment | 0.25 |
| 4:30 | Dismiss | |

Day 2

| | | |
|-------------|--|------|
| 8:30-10:15 | Stop Action Mediation Demonstration (cont’d) | 1.75 |
| 10:15-10:30 | Break | |
| 10:30-12:00 | Agreement Writing Review | 1.50 |
| | Agreement Writing Exercise/Homework Assignment (Demo Agreement & Do’s and Don’t’s Article) | |
| 12:00-12:45 | Lunch | |
| 12:45-2:15 | Role-play #1 & Individual Debrief | 1.50 |
| 2:15-2:30 | Class Debriefing | 0.25 |
| 2:30-2:45 | Break | |
| 2:45-4:15 | Role-play #2 & Individual Debrief | 1.50 |
| 4:15-4:30 | Class Debriefing & Reminder of Homework Assignment | 0.25 |
| 4:30 | Dismiss | |

Day 3

| | | |
|-------------|--|------|
| 8:30-9:30 | Review of Agreement Writing Homework | 1.00 |
| 9:30-10:00 | Discussion of Aaron Handout (Do’s and Don’t’s) | 0.50 |
| 10:00-10:15 | Break | |
| 10:15-10:30 | Co-Mediation/Multi-Party/Multi-Issue | 0.25 |
| 10:30-12:00 | Updated “Model Standards of Conduct” | 1.50 |
| 12:00-12:45 | Lunch | |
| 12:45-2:15 | Role-play #3 & Individual Debrief | 1.50 |
| 2:15-2:30 | Class Debriefing | 0.25 |
| 2:30-2:45 | Break | |
| 2:45-4:00 | Role-play #4 & Individual Debrief | 1.25 |
| 4:00-4:15 | Class Debriefing | 0.25 |
| 4:15-4:30 | Evaluation & Certificate Presentation | 0.25 |
| 4:30 | Dismiss | |

Georgia Office Of Dispute Resolution (GODR)
REGISTRY TRAINING REQUIREMENTS

The JCA has an approved course to help you meet the Georgia Office of Dispute Resolution's (GODR) requirements. **The five-day, 40-Hour Basic Mediation Skills meets the GODR training requirements.** An applicant for GODR registry must apply for registration within 18 months of completing the course. The 5-day training provides the 28-hour basic mediation skills training and the 5 required observations needed to apply for registration.

You may **get an application form to become a registered neutral** (mediator) **online** from the Georgia Office of Dispute Resolution. At this site a link to the application is on the main page: www.godr.org

The mailing address for GODR is
Georgia Office of Dispute Resolution
244 Washington Street, SW – Suite 300
Atlanta, Georgia 30334-5900

You may e-mail the GODR at GAodr@GAsupreme.us.
Their telephone number is 404-463-3788.

GODR is the final decision maker regarding an applicant's registration as a neutral in Georgia. The JCA recommends that you review these requirements before enrolling in any mediation training.

REQUIREMENTS IN OTHER STATES

To inquire about requirements in other states for state court mediators, go to the web site below to find a contact for inquiry (This web site changes often. Please notify Trish, at 404-523-3613, ext. 236, if these directions are no longer correct):

www.ncsconline.org

Enter "mediation" in the search box and activate the search. When the search results appear, find and click on the web link that reads: "State Links for Mediation".

At this site, click on the upper tab that says "State Links".

In the drop-down menu that appears, select "State Resources for Mediation"

You will find a link for each of the 50 states.

<https://www.ncsconline.org/wc/CourTopics/statelinks.asp?id=59&topic=ADRMed>

The above is a web page of
National Center for State Courts
300 Newport Avenue
Williamsburg, VA 23185
Phone (800) 616-6164 Fax (757) 564-2022

For additional information on this topic please call NCSC at 1-800-616-6164 or e-mail Knowledge@ncsc.dni.us

A Brief History of JCA

Shortly after Griffin Bell was confirmed as Attorney General of the United States in the winter of 1977, he launched a national experiment to test the usefulness of mediation and arbitration for minor disputes. Judge Bell called this effort "The Neighborhood Justice Centers" after the concept first discussed by Professor Frank Sander of Harvard Law School. Professor Sander's idea was that people, given the choice to go to a mediation/arbitration center in their neighborhood, would do so and get faster, less expensive, equally good and fairer resolutions than courts would provide. Along with these goals, relief of the overburdened courts was a prime motivating factor.

The now defunct Law Enforcement Assistance Administration (LEAA) at the U.S. Department of Justice funded three centers across the nation: Los Angeles, California; Kansas City, Missouri; and Atlanta, Georgia. The three centers all went by the name "Neighborhood Justice Center".

All were given identical funding. Uniquely, the grant also paid for an ongoing evaluation as the centers' programs rolled out, rather than after the fact. The Bar Association of Los Angeles governed their center and the Kansas City program was made a part of the city government. Atlanta's program chose to become a private, non-profit, 501 (c)(3) organization. After a year, Atlanta had handled 1,200 cases, three times as many as Los Angeles and twice as many at Kansas City. This fact was a direct result of Atlanta's abandoning the idea that it would mediate only problems in its surrounding neighborhoods. The staff of Atlanta's program went to the Fulton County court system to offer its services. With the help and encouragement of the judges, cases began to be referred.

The Neighborhood Justice Center in Atlanta is now The Justice Center of Atlanta (JCA); for obvious reasons, the center dropped "Neighborhood" from its name in 1987. Since March of 1978 when the center held its first mediation, JCA has handled some 75,000 cases ranging geographically from all over the metropolitan area to state, national and international sites. Fulton County courts remain JCA's largest local referral agency. However, over a five-year period, the JCA also handled 4,000 mediations for the U.S. Postal Service in five states, mediating nearly 2,000 such cases in one year alone! The center's customers include not only local court systems and USPS, but also school systems and federal agencies including, among others, the U.S. Department of Defense, the United States Department of Agriculture, The Tennessee Valley Authority, the U.S. Department of Energy/Oak Ridge and Savannah River sites, the EEOC Atlanta District Office and the U.S. Department of State.

JCA's 100 mediators, most of whom are independent contractors, handle disputes that range from neighborhood controversies, small claims and misdemeanor criminal conflicts, to personal injury, breach of contract, real estate, probate, educational, divorce/child custody and employment matters. Three of our most well-known mediations involved the lawsuit Jan Kemp filed against the University of Georgia; President Carter's Presidential Center's dispute with CAUTION -- 24 neighborhoods which had sued to stop the building of a road through their neighborhoods to the Carter Presidential Library; and the Druid Hills neighborhood coalition's threatened boycott of The Emory Village CVS drugstore when it announced it was opening a store in the building in which Kroger had decided not to lease again.

JCA's training team has earned a fine national reputation and has taught mediation to thousands of Americans living in the United States, Western Europe, Korea and Japan.

In recent years one of the mediators, Carol Levine, and one staff member, Edith Primm, have been involved in mediating and arbitrating several class action matters involving the Dalkon Shield claims, the breast implant disputes and employment discrimination claims filed by women at Merrill Lynch and Smith Barney brokerage firms.

DIRECTIONS TO THE JUSTICE CENTER OF ATLANTA
976 Edgewood Avenue, NE
Atlanta, Georgia 30307-2580
Training Office: (404) 523-3613, ext. 236

The Justice Center of Atlanta is located in a residential neighborhood in the Inman Park/Little Five Points area approximately 3 miles east of downtown Atlanta. We are 1 block west of the Inman Park/Reynoldstown MARTA station. Our address is 976 Edgewood Avenue and is directly across the street from The Trolley Barn event facility (large green building).

There are several buildings in the Atlanta area that have Justice Center in their names so be sure to come to 976 Edgewood Avenue, N.E., Atlanta, Georgia 30307. The building will be open by 7:45 AM on all days of your training.

BY BUS: Take the #17 Inman Park/Lakewood bus directly to the Inman Park/Reynoldstown station. JCA is 1 block west traveling on Edgewood Avenue.

BY MARTA RAIL: From the 5 Points Station, take the eastbound train to the Inman Park/Reynoldstown station. After leaving the train, take the elevator or escalator up and go through the turnstiles. Turn to the right and look for the sign labeled Inman Park exit. At the end of the exit corridor is an elevator on your right and stairs to your left. Either will take you down to a walkway beside a parking lot. At the end of this walkway, you should be facing the intersection of Edgewood Avenue and Hurt Street. Walk straight – west – on Edgewood for 1 block and JCA will be on the right at the corner of Edgewood Avenue and Elizabeth Street. *(For unlimited rides during the week, you may purchase a weekly TransCard at the 5 Points Station for \$13.00.)*

FROM THE EAST OR WEST: Take I-20 to exit #60 (Moreland Avenue exit). Eastbound Exit 60B North. Westbound Exit 60 North. Head north on Moreland through 7 traffic lights. (Pass Edgewood Retail District — Target and Lowe’s — on your right and then go under an overpass.) At the 7th traffic light, turn left on Euclid Avenue. Continue on Euclid through 2 more traffic lights to the 4-way stop. Turn left on Elizabeth Street. Go 1 block to Edgewood Avenue. The JCA will be on your right at the corner of Edgewood Avenue and Elizabeth Street.

FROM THE NORTH (southbound): Take I-75/85 south to exit #248D (Jesse Hill Drive/JW Dobbs exit). Proceed straight from the exit ramp to the 3rd traffic light. Turn left on Edgewood Avenue. Continue on Edgewood for approximately 2 miles. The JCA will be on your left at the corner of Edgewood Avenue and Elizabeth Street.

FROM THE SOUTH (northbound): Take I-75/85 north (stay in the far right lane) to exit #248B (Edgewood Ave/Auburn Ave/ JW Dobbs exit). Turn right on Edgewood Avenue. Continue on Edgewood for approximately 1-1/2 miles. The JCA will be on your left at the corner of Edgewood Avenue and Elizabeth Street.

FROM DOWNTOWN ATLANTA: Five Points/Underground/ Peachtree Street NW/ Decatur Street NE/ Marietta Street NW, take Edgewood Avenue east for approximately 3 miles. You will pass Georgia State University, Grady Memorial Hospital/ Hughes Spalding Children’s Hospital, and the Sweet Auburn Curb Market/ Municipal Market. The JCA will be on your left at the corner of Edgewood Avenue and Elizabeth Street.

FROM DECATUR: Take DeKalb Avenue west to Elizabeth Street. Turn right on Elizabeth. Proceed one block to Edgewood Avenue. Turn left. The JCA is the first building on the right at the corner of Edgewood Avenue and Elizabeth Street.

Free parking is available in the center’s lot or on any of the adjacent streets.

Lodging Accommodations Near JCA **Atlanta has conventions year round, BOOK EARLY!!**

Downtown Atlanta Hotels - These hotels are not directly on MARTA (Metropolitan Atlanta Rapid Transit Authority). Some hotels are within walking distance of MARTA stations. The Justice Center is located 1 block from a MARTA station (see directions).

Atlanta Marriott Marquis
265 Peachtree Center Avenue
Atlanta, GA 30303
404-521-0000
www.atlantamarquis.com
2.3 miles* - 2 blocks to MARTA

Courtyard Atlanta Downtown
175 Piedmont Avenue NE
Atlanta, GA 30303-1708
404-659-2727
www.courtyard.com
1.8 miles * - 3 blocks to MARTA

The Georgian Terrace
659 Peachtree Street NE
Atlanta, Georgia 30308-2309
404-897-1991
www.thegeorgianterrace.com
2.7 miles * - 2 blocks to MARTA

Hilton Atlanta
255 Courtland Street NE
Atlanta, GA 30303
404-659-2000
www.hilton.com
2.1 miles * - 2 blocks to MARTA

Holiday Inn
101 Andrew Young International
Boulevard NW
Atlanta, GA 30303-1030
404-524-5555
www.holiday-inn.com/atldowntown
2.4 miles * - 2 blocks to MARTA

Omni Hotel At CNN Center
100 CNN Center NW
Atlanta, GA 30335
404-659-0000
www.omnihotels.com
2.3 miles * - 2 blocks to MARTA

Residence Inn Atlanta Midtown
1041 West Peachtree Street
Atlanta, Georgia 30309
404-872-8885
www.marriott.com/hotels
3.67 miles* - 1 block to MARTA

Sheraton Atlanta Hotel
165 Courtland Street at
International Boulevard
Atlanta, GA 30303.
404-659-6500
www.sheraton.com
2.1 miles * - 2 blocks to MARTA

Westin Peachtree Plaza
210 Peachtree Street NW
Atlanta, GA 30303-1745
404-659-1400
www.westin.com
2.4 miles * - 1 block to MARTA

Bed and Breakfast facilities in our neighborhood.

Guest Suite in Private Home
960 Edgewood Avenue
Atlanta, GA 30307
Bob Eberwein: 404-523-5804
(next door to Justice Center)
(only takes referrals from JCA!)

Sugar Magnolia
804 Edgewood Avenue NE
Atlanta, GA 30307
404-222-0226
www.sugarmagnoliabb.com
0.2 mile

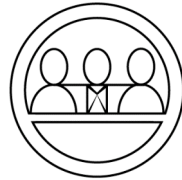
King-Keith House
889 Edgewood Avenue NE
Atlanta, GA 30307
404-688-7330
www.kingkeith.com
0.1 mile *

See website:
www.inmanpark.org

Woodruff House
100 Waverly Way
Atlanta, GA 30307
404-688-9498
www.inmanparkbandb.com
0.1 mile *

* distance from lodging to JCA

JCA does not recommend any hotel nor have we established a relationship with any of the hotels on this list. However, Trish would appreciate your feedback if you find any listed accommodation less than satisfactory.



The Justice Center of Atlanta, Inc. Mediation Training Schedule and Fees

| 2008 Training Dates | Location | Type of Training | Cost |
|---------------------|----------|---|---------|
| February 4-8 | Atlanta | Basic Mediation Skills * class filled | \$1390 |
| March 31-April 4 | Atlanta | Basic Mediation Skills * class filled | \$1390 |
| June 2-6 | Atlanta | Basic Mediation Skills * 60% filled | \$1390 |
| July 28-August 1 | Atlanta | Basic Mediation Skills * | \$1390 |
| August 19-21 | Atlanta | ADVANCED Mediation Skills, Techniques & Approaches ** | **\$695 |
| September 22-26 | Atlanta | Basic Mediation Skills * | \$1390 |
| November 17-21 | Atlanta | Basic Mediation Skills * | \$1390 |
| December 9-11 | Atlanta | Mediation in SPECIAL EDUCATION | \$695 |

| | | |
|-------------|---|-----------------|
| Tuition for | Basic Mediation Skills (40 Hours) * | \$1390. |
| Tuition for | Advanced Mediation Skills, Techniques and Approaches ** and Mediation in Special Education (20-Hour Courses) | **\$695. |
| Tuition for | Mentoring for Mediators (must reside locally & be a registered mediator in Georgia) | \$400. |

*** Request information packet for Mediation in Special Education (trish@justicecenter.org)

** Advanced Mediation: Skills Techniques & Approaches: Federal Employees' Tuition is **\$693** per GSA contract #15F-0076K

* required for registration in Georgia as a neutral (mediator). Satisfies the requirements for mediation training and observations. For registry information, see page 8.

Cancellation and Refund Policy – please read carefully:

To register for a class, JCA must receive the registration form with either full payment by check, a credit card number or a completed 1556 form. Persons who cancel prior to the 1st day of class must, within 6 months, either register and attend another class or request a refund in writing, otherwise all payments are forfeited to the Justice Center of Atlanta.

There is a \$300.00 non-refundable no-show fee. In the case of a no-show, the fee will either be charged to the credit card or a refund check will be issued minus the \$300.00 fee. If a 1556 form was issued, we will invoice the government agency the \$300.00 no-show fee.

Refunds are issued to the payor of record.

NOTE: Dates, location & tuition costs are subject to change. The JCA reserves the right to cancel any scheduled class at our discretion.

The Justice Center of Atlanta, Inc.
REGISTRATION FORM FOR MEDIATION TRAINING

ATTENDEE INFORMATION

Name: _____
(Formal name as it would appear on a certificate) (First name or nickname for nametag)

Address: _____

City/State/Zip: _____

Phone Numbers H: _____ W: _____ Fax: _____

E-mail Address: _____

Place of employment: _____ Position: _____

Describe any reasonable accommodations we might need to make in order for you to be able to participate in the training: _____

HOW DID YOU HEAR ABOUT THE JUSTICE CENTER OF ATLANTA?

____ Personal Referral ____ E-mail notice ____ JCA Web Site ____ Other Web Site: _____

REGISTRATION INFORMATION

Dates of Training/s: _____

Check courses in which you are registering:

- | | |
|---|--|
| <input type="checkbox"/> 3-day Advanced Mediation Skills, Techniques and Approaches, \$695* | <input type="checkbox"/> 5-day Basic Mediation Skills, \$1390 |
| <input type="checkbox"/> 3-day Mediation in Special Education, \$695 | <input type="checkbox"/> Mentoring for Mediators, \$400 (for local residents and GODR registered mediators only) |

*The cost of Advanced Mediation: Skills, Techniques and Approaches for federal employees is \$693 per GSA contract #15F-0076K.

REGISTRATION & CANCELTION POLICY – Please read carefully:

To register for a class, JCA must receive the registration form with either full payment by check, a credit card number or a purchase order (it may be your firm or agency's form, a 1556 form for the military, or an SF 182).

Enrollees who cancel prior to the 1st day of class must, within 6 months, either register for and attend another class **or** request a refund in writing; **otherwise all payments are forfeited** to the Justice Center of Atlanta.

There is a \$300.00 non-refundable no-show fee. In the case of a no-show, the \$300 fee will either be charged to the credit card, or a refund check will be issued minus the \$300.00 fee. If a 1556 form was issued, we will invoice the government agency the \$300.00 no-show fee.

Refunds are issued to the payor of record.

I understand that I must attend the full 40-hours of Basic Mediation Skills to be eligible for a certificate.

I understand that my application for training at the Justice Center of Atlanta is not an application to become a mediator for the Justice Center of Atlanta. I also understand that completion of the training course conducted by the Justice Center of Atlanta does not necessarily qualify me to mediate for, or be accepted as, a mediator for the Justice Center of Atlanta.

_____ Date _____ Applicant's Signature

PAYMENT INFORMATION: CHECK/CASH *Make check payable to JCA*

CHARGE TO: VISA MasterCard Card # _____

Discover Diners Club American Express Expiration Date: _____

Print Cardholder's Name: _____

Authorized Signature: _____

Completed purchase order is attached. Send invoice to:

(Print contact name/address/phone#) _____

Phone: _____

Complete and sign this application, then send to Justice Center of Atlanta Attn: Training Services, 976 Edgewood Avenue, N.E., Atlanta, GA 30307-2580. Phone: 404-523-3613, ext. 236; Fax: 404-523-3936; E-mail: Trish@justicecenter.org

NOTE: Dates, location & tuition costs are subject to change. The JCA reserves the right to cancel any scheduled class at our discretion.