



Neutrals – New and Renewal Registration

You will need all documents and information below for initial and renewal neutral registration through the online Georgia Courts Registrar.

REQUIREMENTS FOR NEW NEUTRALS	
Personal Information	<ul style="list-style-type: none"> Name Address Phone number Email address Birthdate Gender Race Last four digits of Social Security #
Training Requirements	<ul style="list-style-type: none"> Meet training requirements per registration category. Some categories require registration in other categories as a prerequisite as outlined below. <div style="text-align: center;"> <pre> graph TD A[General Civil Mediation] --> B[Domestic Relations Mediation] A --> C[Delinquency Mediation] B --> D[Specialized Domestic Violence Mediation] C --> E[Dependency Mediation] F[Arbitration] </pre> <p><i>View specific training requirements</i></p> </div>
Affidavit of Lawful Presence	<ul style="list-style-type: none"> Upload a signed, notarized affidavit <i>Download a blank affidavit</i>
Secure and Verifiable Document	<ul style="list-style-type: none"> Upload a copy of a secure and verifiable document that does not expire during the certification period <i>View a list of acceptable documents</i>
Background Check	<ul style="list-style-type: none"> Download and complete the background check authorization form <i>Download a blank background check authorization form</i>
Payment (Credit card or check)	<ul style="list-style-type: none"> \$125 application fee (non-refundable) \$150 if applying to be registered in domestic relations mediation



Judicial Council/Administrative Office of the Courts

REQUIREMENTS FOR RENEWING NEUTRALS	
Personal Information	<ul style="list-style-type: none">• Updated information as applicable• Information about any convictions, pleas, or arrests within the last year
Continuing Education Requirements	<ul style="list-style-type: none">• Three hours of continuing education per year tied to the enhancement of your skills substantive knowledge or professionalism as a neutral• Eight hours is required if reinstating from inactive status
Affidavit of Lawful Presence	<ul style="list-style-type: none">• Non-U.S. citizens must upload a signed, notarized affidavit annually <i>Download a blank affidavit</i>
Secure and Verifiable Documentation	<ul style="list-style-type: none">• Non-U.S. citizens must upload a copy of a secure and verifiable document annually <i>View a list of acceptable documents</i>
Payment (Credit card or check)	<ul style="list-style-type: none">• \$125 application fee (October 1-December 31)• \$150 if also applying to be registered in domestic relations mediation (October 1-December 31)• \$250 late application fee (Jan 1 and after)• \$300 late application fee (Jan 1 and after) if applying to be registered in domestic relations mediation• Fee may be waived for volunteer neutrals