



# Georgia Office of Dispute Resolution

## Neutral Application Checklist (Pre-Approved Training)

GODR | 244 Washington St. SW, Ste. 300, Atlanta, GA 30334 | 404-463-3808 | [gaodr@georgiacourts.gov](mailto:gaodr@georgiacourts.gov) | [www.godr.org](http://www.godr.org)

### All items below must be completed and included in your application:

1. Neutral Registration Application (online only – create an account at [gcr.onegovcloud.com](http://gcr.onegovcloud.com))  
*Note: out-of-state training cannot be reviewed prior to completing an application*
  
2. A copy of your training certificate(s)
  - a. All training hours must have been completed within a synchronous environment
  - b. **Non-binding Arbitration:** 6-hour classroom training
  - c. **General Civil Mediation:** 28-hour classroom training + 12-hour practicum (not including breaks)
  - d. **Domestic Relations Mediation:** 42-hour classroom training + 12-hour practicum (not including breaks)
  - e. If your training did not include a practicum, you must submit a separate, completed [Observation & Co-Mediation Reporting](#) Form for each mediation you observed/co-mediated:
    - i. This form must be completed by the applicant, and the information must be verified via signature by the registered mediator observed.
    - ii. **General Civil Mediation:** Observe 5 civil (non-domestic and non-juvenile) mediation sessions totaling at least 10 hours of mediation session time. Observations must be with at least two different registered mediators. *Note: applicants MUST complete 5 observations AND reach a total of 10 hours of mediation session time, not a combination of each.*
    - iii. **Domestic Relations Mediation:** Observe at least 1 mediation session and participate in at least 2 co-mediations of domestic relations cases. Observations must be conducted live, either remotely or in-person. A pre-recorded video cannot be viewed as an observation.
  
3. A [Consent for Release of Information Form](#), completed and signed
  
4. Notarized [Affidavit of Lawful Presence](#), confirming legal presence in the United States (O.C.G.A. § 50-36-1(e)(2) Affidavit)
  
5. A photocopy of the document used for the affidavit (item 4) verifying legal presence in the U.S. (a.k.a. secure and verifiable document)  
*Note: A list of acceptable documents can be found on the [GODR website](#)*
  
6. \$200 application fee, paid via your online account in the [Georgia Courts Registrar](#)  
*Note: For more information, please reference the [GODR Fee Schedule](#)*

**Need help getting started? Reach out to the Georgia Courts Registrar team at 404-463-3808 or [gcr@georgiacourts.gov](mailto:gcr@georgiacourts.gov)**