

**COLORADO JUDICIAL DEPARTMENT**  
*Office of Dispute Resolution*

ODR Policies and Procedures Manual

Date: July 1, 2011

Subject: **QUALIFICATIONS OF ODR NEUTRALS**

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**NEUTRAL ORIENTATION**

1) New Neutral Orientation. Upon offer of contract, ODR Neutrals shall participate in an orientation at the central office to meet the central ODR staff and to review the contract and ODR Policies and Procedures. This orientation must occur in person, by telephone or other electronic means deemed acceptable by ODR prior to accepting cases as an ODR Neutral.

2) Mentorship. As part of the orientation process, Neutrals who are offered a contract with ODR may be required, at their own expense, to work with another Neutral before they begin providing dispute resolution services. The Director, the Director's designee, and/or the local Program Administrator will establish the specific process to be completed by each new Neutral. The process generally includes observing mediation sessions, co-mediating and/or being observed in a mediation setting. The number of observation/co-mediation sessions will vary depending on the experience of the new Neutral.