**Mentor’s Guide**

**PROGRAM OVERVIEW**

Thank you for your willingness to serve as a mentor for the EDNY Mediator Incubator Program. The goal of the EDNY Mediator Incubator Program is to offer talented junior attorneys, from a wide range of cultural, linguistic and professional backgrounds, with an opportunity to gain practical experience mediating federal cases.

During a one-year period, Incubator candidates must observe three (3) EDNY mediations and conduct three (3) co-mediations on a pro bono basis. Upon completing the program, participants will be considered for, but are not guaranteed, admission to the EDNY Mediation Panel.

Once the mentee completes two observations, the program will connect the mentor and mentee via e-mail. This waiting period is to ensure that the candidate is committed to participating in the program.

**MENTOR’S ROLE**

Your role as a mentor is to share your mediation related knowledge, experience and expertise, and to discuss and reflect upon the cases that mentees observe and co-mediate.

When assigning a mentor, the program administrator takes into consideration both mentor and mentee experience and area of legal practice, individual preferences, and professional background.

The ADR Department will connect mentees with observation and co-mediation opportunities; however, we also ask that when possible you invite your mentee to observe any mediations you conduct. Mentees will be encouraged to observe more than the required minimum.

**COMMUNICATION WITH MENTEE**

You may communicate with your mentee in person, by e-mail, and or by phone. We encourage you to have at least one in person meeting with your mentee. You are welcome to use our facilities at the courthouse to conduct your meetings.

At the time you are matched with your mentee they will have completed two observations. We ask that you connect with your mentee before and after their third observation, and before and after each of their three co-mediations. However, if you deem it appropriate, please feel free to communicate with your mentee more frequently.

When your mentee is assigned an observation or co-mediation you will be notified of the assignment by your mentee. Please be sure to conduct a conflict check to be sure there is no issue if your mentee communicates with you about the case. In the event there is a conflict, please notify the ADR Administrator as soon as practicable. As a mentor you will be bound by the confidentiality rules outlined in EDNY Local Rule 83.8.

**MENTEE EVAULATION**

At the completion of the mentee’s incubation period, the ADR Department will ask you to fill out the enclosed Mentee Evaluation Form. We will ask you about your experience with the mentee and whether would recommend the mentee for admission to the EDNY Mediation Panel.

**WHAT SHOULD A MENTOR CONSIDER?**

It is important for the mentor to consider each mentee’s unique educational and training background. Each mentee will have a different combination of mediation training and will likely have very limited practical mediation experience.

Mentors should also be sensitive to the fact that many mediators on the EDNY Panel have different mediation styles. Mentors should avoid providing critical feedback to mentees regarding any EDNY Panel Members. Instead, mentors should seek highlight the differences between mediators, and assist the mentee in making an informed choice regarding their personal mediation style.

Mentors should offer mentees practical advice, as well as an opportunity to discuss and learn from their experiences observing and co-mediating through the EDNY Program. Mentors should help guide mentees towards successful admission to the EDNY Mediation Panel.

Thank you for your willingness to serve as a mentor for the EDNY Mediator Incubator. If you have any questions, please do not hesitate to contact Robyn Weinstein at 718.613.2578 or [robyn\_weinstein@nyed.uscourts.gov](mailto:robyn_weinstein@nyed.uscourts.gov).