

NJAPM Divorce Apprenticeship

Instructions for APMs

- Design of program: The coordinators of the program match an apprentice and APM and couple. Regardless of who referred the couple, the couple must fill out the NJAPM application form and be vetted by the coordinators and follow all procedures set through NJAPM. An apprentice can request an APM and APM can request an apprentice, but ultimate decision rests with coordinators. The APM will receive a copy of apprentice's application and the clients' application.
- Suggestions: APM reaches out to apprentice, schedule several sessions in advance, have apprentice contact clients to confirm each session, remind apprentice to take notes for MOU
- All parties to be strongly encouraged to retain mediation-friendly attorneys, but no attorneys are to be present at mediation sessions. No exceptions.
- Apprentices will receive 15 hours of face-to-face mediation plus up to 3 hours of briefing and de-briefing time with APM. This should be calculated as 1 hour for each 5 hours of mediation since you may not have the same apprentice for the entire 15 hours. APM will be paid for up to 15 hours of mediation plus up to 3 hours of briefing or debriefing time.
- The APM will encourage the apprentice to participate in mediations in the manner in which and to the extent the APM feels is appropriate. Apprentices have been advised to arrive before the couple. You decide how early. Apprentice will also prepare the MOU with the APM to review and modify as appropriate.
- APM and apprentice and each member of the couple will complete and submit an evaluation form at the conclusion of each case. (not each session but you may want to take notes for final evaluation at each session) Only upon receipt of the evaluations from both APM and apprentice, APM will be paid by NJAPM @ \$50 per hour for time spent in the mediations and in the briefing/debriefing. It is suggested that APM and apprentice reconcile their time and share their evaluations with each other. (The \$50.00 is paid from the tuition paid by the apprentice.)

- Should any issues arise with the apprentice or couple which you cannot resolve, do not hesitate to call upon the coordinators for assistance. If the apprentice is a total mismatch with your or your case, we will make every effort to arrange for a substitution.

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