



ALTERNATIVE DISPUTE RESOLUTION (ADR) BASICS

The New Jersey chapter of Community Associations Institute is proud to offer an Alternative Dispute Resolution (ADR) – Mediation Program to CAI-NJ members as an exclusive benefit.

What is ADR?

The CAI-NJ ADR-Mediation Program is designed as an alternative to the traditional justice system. It includes negotiation and mediation with a third party. This service is offered to parties who live or work in community associations. Community associations are required by state law to offer homeowners, a “fair and efficient” alternative to litigation.

How does ADR work?

ADR involves a mediation conference where the disputing parties meet with a mediator on a voluntary basis to talk about the problem and attempt to reach an agreement. The mediator is selected by CAI-NJ and assists them in arriving at a solution, but does not impose a decision. The mediator helps the parties look at all aspects of the issues and explore what may be acceptable to both parties as a resolution.

What are the benefits of ADR through CAI-NJ?

The CAI-NJ ADR Program will most likely be less expensive than the normal judicial process because it is a one-time fee rather than court costs and undetermined legal fees. Also, mediation is a confidential process unlike court cases that are adjudicated in public session. Many mediated disputes only require one session to resolve, and those sessions can be scheduled quickly. A filed court case may take months or years to resolve.

WHO ARE THE CAI-NJ MEDIATORS?

Our mediators are certified mediators on file at the CAI-NJ office. The mediators are either an attorney with practical experience in community association law, or a trained professional (including community managers, community association volunteer leaders and industry business partners) who have completed a training course specifically designed for mediations involving common interest communities. CAI-NJ does not provide a list of mediators. Mediators are assigned based on many factors including experience, location, and availability.

WHAT IS THE PROCESS TO REQUEST ADR - MEDIATION SERVICES?

The CAI-NJ ADR Mediation Program is an exclusive benefit for CAI-NJ members only. To be eligible for the program a minimum of two (2) board members from the association must have current CAI-NJ memberships. The fee is \$400 for two hours of ADR – Mediation and is nonrefundable once a mediator has been assigned. Once the ADR – Mediation Request Form has been completed in full including both parties signatures, and your dispute summary with payment, a mediation will be assigned. The parties will be contacted by the mediator and you will have a VIRTUAL mediation scheduled. Please note that all mediations are held virtually.

ALTERNATIVE DISPUTE RESOLUTION (ADR) - MEDIATION SERVICE REQUEST FORM

PLEASE COMPLETE THIS FORM ON YOUR COMPUTER IN FULL AND RETURN WITH PAYMENT TO CAI-NJ.

The parties listed below have agreed to submit their dispute to mediation through arrangements made by the CAI-NJ Alternative Dispute Resolution Program. The date, time and location of mediation will be determined by the mediator. Please include any and all supporting documentation along with this form. **The fee for ADR – Mediation is nonrefundable.**

Neither Community Associations Institute (CAI), nor the New Jersey chapter (CAI-NJ), nor any representative of CAI or of the New Jersey chapter of CAI, nor the CAI-NJ ADR Program, nor any representative, panelist, or neutral party administering or serving in a proceeding arranged through the CAI-NJ ADR Program, 1) is a necessary party in judicial proceedings relating to the mediation or to the dispute referred to mediation, nor 2) shall be liable to any party for any act or omission in connection with this service.

CONTACT INFORMATION:

Association Name & City: _____

Party One:

Name: _____

Address: _____

City, State, Zip Code: _____

Phone: _____

EMAIL NEEDED: _____

Signature: _____ **Date:** _____

Party Two:

Name: _____

Address: _____

City, State, Zip Code: _____

Phone: _____

EMAIL NEEDED: _____

Signature: _____ **Date:** _____

Association Attorney Information:

Name: _____

Firm Address: _____

City, State, Zip Code: _____

Phone: _____

Email: _____

Association Manager Information:

Name: _____

Company Address: _____

City, State, Zip Code: _____

Phone: _____

Email: _____

ADR - Mediation Service Fee: \$400 for CAI-NJ Members Only*

**To be eligible for this program a minimum of two (2) board members from the association must have current CAI-NJ memberships.*

Please note: Mediations cannot be filmed or recorded for any reason. If recordings or video taping is suspected, the ADR will be stopped and closed.

All THREE items below must be completed in order for your ADR request to be processed:

- 1. Your CAI-NJ 2-15 membership is current.** You must be a member in good standing in order to proceed with your ADR request. Questions regarding membership, please contact Robin Sargent at (609) 588-0030 or email adr@caijnj.org
- 2. This ADR request form must be completed in its entirety.** BOTH parties signatures will verify that BOTH parties are aware that they are entering into this mediation.
- 3. Your payment is submitted with your request.** ADR is \$400 and payment can be called into the office by credit card or a check can be mailed to the CAI-NJ office; 500 Harding Road, Freehold NJ 07728.

If your association **does not** currently fulfill the membership requirement, and you wish to participate in the ADR/Mediation program, contact the CAI-NJ Office at: Robin@caijnj.org. The annual cost for membership is \$305 for 2 - 15 board members.

PAYMENT OPTIONS:

1. Pay by check. Please make ADR checks payable to: CAI-NJ Mail completed form and payment to:
CAI-NJ, Attn: ADR Program
500 Harding Road
Freehold, NJ 07728
2. Pay by credit card. Please call Robin Sargent at the chapter office at (609) 588-0030 to submit payment.

TOTAL \$400

For more information contact: (609) 588-0030 or email: ADR@caijnj.org.

ALTERNATIVE DISPUTE RESOLUTION (ADR) - DISPUTE DETAILS FORM

PLEASE FILL OUT THE DETAILS OF YOUR DISPUTE BELOW. USE BACK OF FORM IF MORE SPACE IS REQUIRED OR ATTACH ANY ADDITIONAL DOCUMENTS.

CONTACT INFORMATION:

Association Name & City: _____

Detail of Dispute (Use back of form if more space is required.): _____
