

November 28, 2023

Dear Court-Approved Neutrals,

Rule 32(4)(b) requires attorneys approved for the Superior Court roster of civil neutrals to complete and report annually eight (8) hours of refresher training. This requirement assists the Court in providing parties high-quality ADR services. It also enhances the neutrals' professional development, particularly skill development as a neutral. **To remain on the court-approved neutrals list for the following year, per Rule 32(5)(c)(ii) and Admin Order 2023-04 each neutral must submit documentation of the completed refresher training to the Office by February 29, 2024.**

In 2016, Chief Judge Nadeau clarified what qualifies as refresher-training:

- Up to four (4) hours may be met through mediating or arbitrating a Superior Court case in the reporting year.
- Any number of the hours may be met through continuing education about ADR in general or mediation, arbitration, or negotiation in specific.
- Any number of the hours may be met through continuing education about an area or areas of law relevant to your civil ADR practice. It is recommended the neutral explain how a non-ADR course satisfies the requirement.

Below is the form for you to track and account for your annual refresher-training. **You are encouraged to copy and paste this into an email** and send to mediation@courts.state.nh.us.

Thank you for your service to the Superior Court as a court-approved neutral in 2023. Let me know if you have any questions.

Margaret Huang, ADR Coordinator

**Confirmation of Completed Annual Neutral Requirements
Per Superior Court Rule 32(4)(b)**

Name: _____

I completed the eight (8) hours of refresher-training in 2023. The hours were completed by:

_____ hours of ADR training.

Title: _____

Provider: _____

Title: _____

Provider: _____

_____ hours mediating or arbitrating with Superior Court. Note: up to four (4) hours may be credited to the requirement.

_____ hours of relevant legal training

Title: _____

Provider: _____

Title: _____

Provider: _____

There have been no material changes in my initial application for inclusion.

There is an update to my public information, e.g., bio, contact information, volunteer/paid status, or counties in which I am willing to participate. I have attached an update to this email.

I do not wish to remain on Superior Court-approved civil neutral roster for 2024.