



**Alternate Dispute Resolution
(ADR) Online System
For Mediators**

February 5, 2020

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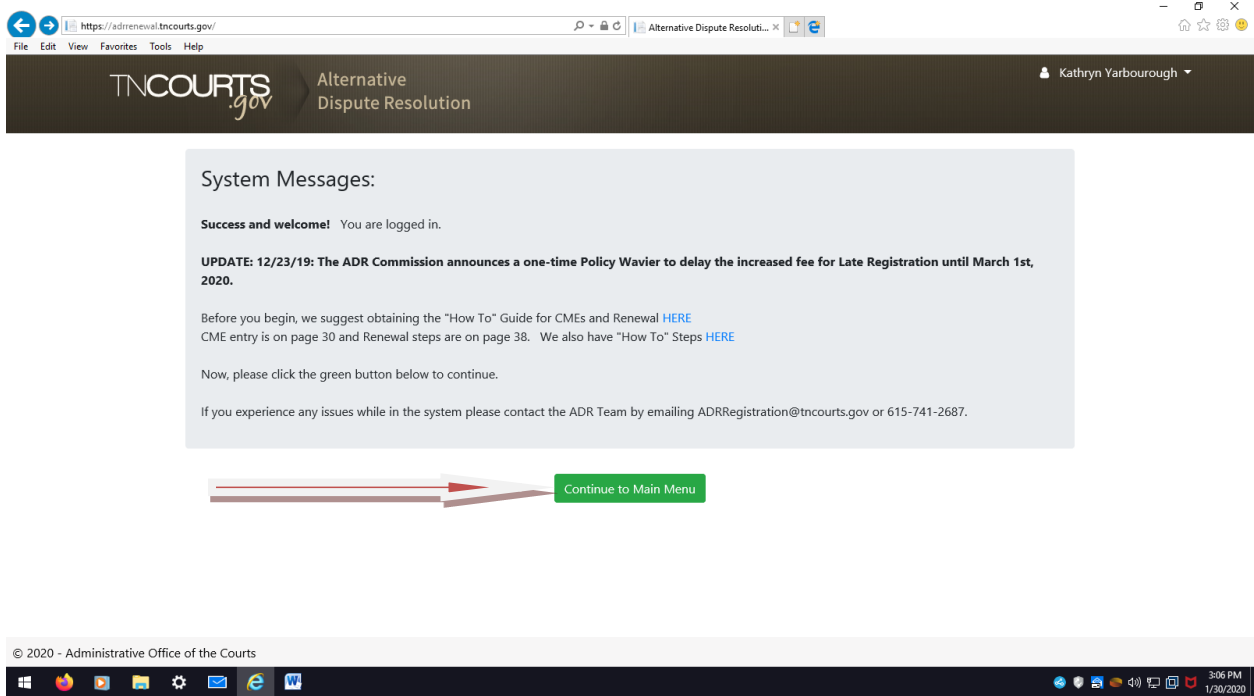
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Accessing AMP

If you do not have a Mediator account please see the ADR Manual for Registration. You will need to register for an account before you can log into the AMP system and submit an Application to become a Rule 31 listed Mediator.

ADR Home Page

Once you login, the following page will appear. Click on the “Continue to Main Menu” button.



The next screen that will appear is the Rule 31 Mediator Portal Menu. Please click on the link “Enter a New Application”

Rule 31 Mediator Portal

Your Next Renewal Year: 2020 You have 0 current year Rule 31 Mediation reports entered Your CME Renewal Year: 2021 *
Your Continuing Mediation Education deadline is 12/31/2020

[Add a new Rule 31 Mediation Report](#) [View all my previous Mediation Reports](#)

[Add a Continuing Mediation Education Course](#) [View all my previous CME courses](#)

[Edit My Profile](#) [Renew my Listing](#)

Enter a New Application

You have a Renewal Application pending. You will not be able to submit again until the administrator has approved your application.

Your Continuing Mediation Education Hours to date

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General Mediation General Continuing TN Family

You will see the “My Rule 31 Mediation Applications” screen. This screen will list all applications Approved and Submitted. You can view applications or you may start a new application by clicking on “Submit An Application”

My Rule 31 Mediation Applications

[Cancel](#) [Submit An Application](#)

App ID	Listing Type	Status	Date Submitted	Review Applications
185847	General Civil	Approved	5/12/2018	View
185861	Family, Domestic Violence	Submitted	1/22/2020	View

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General Mediation General Continuing TN Family

ADR Application: Step 1

Step 1 explains the application process and tells you all the required documents you will need to upload before submitting the application. Click “Next” and you will proceed with filling out an application.

The screenshot shows the 'Application: Step 1' page on the TNCOURTS.gov website. The page is titled 'Application: Step 1' and contains the following sections:

- Application Instructions**

An applicant shall not advertise or proclaim in any manner that he/she is listed as a Rule 31 mediator until approved by formal action of the Tennessee Supreme Court Alternative Dispute Resolution Commission.

Your application and application fee must be received at the Administrative Office of the Courts by close of business at 4:30 p.m. (CDT) on the application deadline date listed on www.tncourts.gov to be reviewed at the corresponding meeting date. Please click on the link to view Policy 23 - Rule 31 Application Fee Structure: <http://www.tncourts.gov/programs/mediation/resources-mediators/policies>

The following documents are required in order to apply to be a Rule 31 Mediator. [Please click on this link to review Rule 31.](#)

Please have the following documents saved as PDF files (.pdf) and ready to upload before continuing. We recommend beginning your application at least one month before the application deadline, as it typically takes applicants several weeks to gather all of the requirements.
- Education and Training Documents**

Please see ADRC approved list of current trainers here: <http://www.tncourts.gov/programs/mediation/become-rule-31-mediator>.

If applying for waiver of training requirement, you will also need to upload a course outline to complete your application.

 - Copy of Diploma or Transcript (for Non-Attorney)
 - Rule 31 Training Certificate of Course Completion
 - Course Outline (for training waiver application only)
- Letter of Good Standing and Disciplinary History Report for each License**
 - Provide a Letter of Good Standing and a Disciplinary History Report from the Board or Agency charged with issuing licenses to practice in your profession for each license listed on your application. Some Boards or Agencies may refer to this as a License Verification Report that notes the date of licensure, current status of license, and any Discipline/Grievances/Complaints. The document must include that you are currently in good standing with the Board or Agency and whether or not you have 3 or more open disciplinary complaints. For attorneys licensed in Tennessee, you will need to contact the Tennessee Board of Professional Responsibility and request a Letter of Good Standing and Disciplinary History Report. Please visit <https://www.tbpr.org/> for more information and BPR's processing times. A Letter of Good Standing and Disciplinary History Report is required for each license in order to submit your Rule 31 Mediator Application. Please Note: The Certificate of Good Standing from the Appellate Court Clerk's Office is not required nor is it sufficient. [Click on this link](#) and scroll to Section 14(6-7) for complete details.
- Two Character References**

Applicants must upload two Character References in order to submit their Rule 31 Application. Please ask your two references in advance so that you receive the completed character references and upload them to your application. Click [here](#) to get a copy of the Character References form.

 - Ask each individual to fill out the Character Reference for Rule 31 Mediator Applicant document and send the completed document back to you.
 - You will then need to upload each Character Reference for Rule 31 Mediator Applicant document using the "Add New Document" feature. Select "Character Reference" as the Document Type for each and then click "Choose File" to upload the files from your computer to the Application. Then, click "Add".
 - Once you have uploaded the two required Character References, you can use the "Manage Documents" feature to ensure both documents were uploaded correctly by clicking on "View PDF".

If you have any additional documents you'd like to add to supplement your application, please select "Other/Additional Document", then provide a brief description of the document, and click "Add".

*** You must type directly into the application. Do not copy and paste text from a document into the application. ***

At the bottom right of the page, there is a green button labeled "Next" with a white arrow pointing to the right.

ADR Application: Step 2 Personal Information Page

You will see your name and email address filled in the blanks. You can select a minimum of 1 up to a maximum of 7 counties you are willing to serve as a mediator in and to be included in your Rule 31 Mediator Listing, should your application be approved.

Application: Step 2
Instructions: Enter your personal and address information. Any field with a red asterisk * is a required field. You will not be able to proceed to the next page until information is entered on all required fields.

Personal Information

Prefix	First Name	Middle Initial	Last Name	Suffix
	Kathryn		Yarborough	

Counties in which you will serve: Carroll , Davidson , Dickson , Grainger , Hancock , Henry , Knox ▼

Address & Contact Information

Phones and Email
615-771-2134 Ext. Fax Number AOC-Test-4@tncourts.gov

Business Address
sdds 78000 Way9x Address 2
Nashville Tennessee 34333

Mailing Address
PO Box / Address 1 Address 2 City
State Zip

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Next, you will enter your Business and Mailing Address. You may enter both or just one. If you enter both, you will need to select which address you want to publish to the AOC website as part of your Rule 31 Mediator Listing. After entering all personal information fields, click the “Save and Continue” button at the bottom of the page to continue with completing your application. You can also choose to “Save and Quit”.

Personal Information

Prefix	First Name	Middle Initial	Last Name	Suffix
	Kathryn		Yarborough	

Counties in which you will serve: Carroll , Davidson , Dickson , Grainger , Hancock , Henry , Knox ▼

Address & Contact Information

Phones and Email
615-771-2134 Ext. Fax Number AOC-Test-4@tncourts.gov

Business Address
sdds 78000 Way9x Address 2
Nashville Tennessee 34333

Mailing Address
PO Box / Address 1 Address 2 City
State Zip

Address to be used for publications on the AOC website:
 Mailing Address Business Address

Save and Quit **Save and Continue**

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ADR Application: Step 3 Education Information Page

You will need to enter your highest degree attained. You can enter up to 10 schools and information by clicking on the Add School tab to provide your educational background. All fields are required before you will be able to go to Step 4. Click the "Save and Continue" button at the bottom of the page to continue with completing your application. You can also choose to "Save and Quit".

Application: Step 3
Instructions: Provide your education information. Click on the Add Education button to add additional education information. Select the Remove Education link to remove education information.

Education

Highest Degree Attained
Bachelor's Degree

School Information

Name	City	State	Attended From	Attended To
Test School	Test	Tennessee	01/2000	01/2014

Degree Attained: Test
Majors: Test [Remove Education](#)

[Add Education](#)

[Save and Quit](#) [Save and Continue](#)

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ADR Application: Step 4 Work History Information Page

Section 14(a) and (b),ars of full time work experience is required for graduate degrees, regardless which type of listing is sought. Six years is required for baccalaureate degrees for General Civil, and ten years is required for baccalaureate degrees for Family. Only four years is required if you are a CPA applying for Family. If someone is applying for a dual listing and has a baccalaureate degree, it will default to the ten-year requirement. And, although a resume is not initially required, it is probably best practice to upload one into the online application, especially if the limit the user can enter is 10 years.

If you are currently in the job, leave the End Date blank to indicate that you are currently in the role. The Job Responsibilities character box has a character limit of 4,000. You will not be able to proceed with submitting you application if you go over 4,000 characters. Click the “Save and Continue” button.

Application: Step 4

You must list 4 years or more of work history on this page. The number of work history years is based on the type of listing you are applying for and your degrees earned. Please review Rule 31 Section 14 to determine the amount of work history you are required to list. Click on this [link](#) and scroll to Section 14.

Instructions: Click on the Add Work History button to provide additional work history. Click the Remove Work History link to remove work history.

Work History

Occupation

Primary Occupation
Government Employee

Work Experience

I worked: Full-Time Part-Time

Company Name	Title	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address	City	State	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Responsibilities

[Remove Work History](#)

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ADR Application: Step 5 License Information Page

If you have no license, you may skip these questions. If you have multiple licenses, you will be required to upload a letter of Good Standing and Disciplinary History for each license.

Application: Step 5

License Information

Attorney License
 If I hold, or have ever held, a license to practice law.

Other Professional License(s)
 If I hold, or have ever held, a professional license other than that of an attorney.

Additional Information

List Professional Affiliations that may be relevant to this application
Optional

List volunteer work or other relevant life work experience pertinent to this application
Optional

Other Background

The failure of an applicant to acknowledge that she or he has any of the following may result in denial of listing or subsequent removal of neutral from listing:

- (1) been convicted for any felony or for a misdemeanor involving violence, dishonesty or false statement if such conviction is ten years old or less as provided in Tennessee Rule of Evidence 609;
- (2) a disciplinary history with the Board or Agency charged with issuing licenses to practice in any such profession that would demonstrate an unsuitability for the practice of mediation. (Please Note: If the applicant has been licensed at one time and is no longer licensed in his/her occupation or profession due to disciplinary reasons, the applicant will not be approved for listing and may reapply when his her license has been restored.); or
- (3) criminal or professional disciplinary proceedings are pending.

I have read and understand the above statement.

1. Have you ever been convicted for any felony or for a misdemeanor involving violence, dishonesty or false statement? Please explain if such conviction is ten years old or less (see Tennessee Rule of Evidence 609).

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The additional Information Tab is where you will be able to list Professional Affiliations and Volunteer Work. These are optional fields to provide Professional Affiliations and volunteer work/life experience to supplement your application. Continue to Other Background Section. All four of these are required fields and will need to be complete before you can proceed. If you select yes for any question, please provide an explanation. Click "Save and Continue"

Additional Information

List Professional Affiliations that may be relevant to this application
Optional

List volunteer work or other relevant life work experience pertinent to this application
Optional

Other Background

The failure of an applicant to acknowledge that she or he has any of the following may result in denial of listing or subsequent removal of neutral from listing:

- (1) been convicted for any felony or for a misdemeanor involving violence, dishonesty or false statement if such conviction is ten years old or less as provided in Tennessee Rule of Evidence 609;
- (2) a disciplinary history with the Board or Agency charged with issuing licenses to practice in any such profession that would demonstrate an unsuitability for the practice of mediation. (Please Note: If the applicant has been licensed at one time and is no longer licensed in his/her occupation or profession due to disciplinary reasons, the applicant will not be approved for listing and may reapply when his her license has been restored.); or
- (3) criminal or professional disciplinary proceedings are pending.

I have read and understand the above statement.

1. Have you ever been convicted for any felony or for a misdemeanor involving violence, dishonesty or false statement? Please explain if such conviction is ten years old or less (see Tennessee Rule of Evidence 609).
 Yes No

2. Have you ever been subjected to discipline by any professional organization?
 Yes No

3. Have your professional privileges been curtailed at any time?
 Yes No

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ADR Application: Step 6 Mediation and Training Information Page

You may choose one or both of the listings. (You will be prompted later to add DV) Click the “Save and Continue” button.

The screenshot shows a web browser window with the URL <https://adrenewal.tncourts.gov/Application/Application6/156723>. The page header includes the TNCOURTS.gov logo and 'Alternative Dispute Resolution' with a user profile for Kathryn Yarbrough. The main content area is titled 'Application: Step 6' and 'Mediation Listing and Training'. It contains instructions: 'When applying for both (General Civil and Family) then each listing and/or designation will be on a separate page. Please visit <http://www.tncourts.gov/programs/mediation/become-rule-31-mediator> to review the requirements for each listing type.' Below this, it asks 'I am applying for listing as a:' with two radio button options: 'General Civil Mediator' and 'Family Mediator (With or Without Domestic Violence designation)'. At the bottom right of the form area are two buttons: 'Save and Quit' and 'Save and Continue'. The footer of the page reads '© 2020 - Administrative Office of the Courts'.

You will then be required to choose what type of training you have received. You may also choose a waiver as a training requirement if you did not take a Tennessee ADRC approved training. You are required to enter the number of hours, course name, location, completion date, and training/organization name. Click the “Save and Continue” button.

The screenshot shows a web browser window with the URL <https://adrenewal.tncourts.gov/Application/Application7/156723>. The page header is identical to the previous screenshot. The main content area is titled 'Application: Step 6' and 'General Civil Mediation'. It contains instructions: 'Mouse click on the statement that applies to your training requirements to view training options. You may only choose one statement and one training option. Click on the statement again to collapse those training options.' Below this are two expandable options: 'I have completed the following ADRC approved Mediation Training within 15 years of submission of this application: (CLICK TO VIEW OPTIONS)' and 'Waiver of Training Requirements for Certain Rule 31 Mediators: (CLICK TO VIEW OPTIONS)'. Below these options, it says: 'List the training course(s) then provide a copy of the certificate of completion or other proof of completion for each course listed. Click on the Add Course button to provide additional training courses.' There is a table with five columns: 'Hours', 'Course Name', 'Location', 'Completion Date', and 'Trainer / Organization'. The 'Completion Date' column has a placeholder 'MM/YYYY'. A 'Remove' link is at the end of the row. Below the table is a green 'Add Course' button. At the bottom right of the form area is a green 'Save and Continue' button. The footer of the page reads '© 2020 - Administrative Office of the Courts'.

If you have selected to apply for Family, you will need to select your training and fill out the number of hours, course name, location, completion date, and trainer/organization. Click the “Save and Continue” button.

Application: Step 6

Family Mediation

Mouse click on the statement that applies to your training requirements to view training options. You may only choose one statement and one training option. Click on the statement again to collapse those training options.

[▶ I have completed the following ADRC approved Mediation Training within 15 years of submission of this application: \(CLICK TO VIEW OPTIONS\)](#)

[▶ Waiver of Training Requirements for Certain Rule 31 Mediators: \(CLICK TO VIEW OPTIONS\)](#)

List the training course(s) then provide a copy of the certificate of completion or other proof of completion for each course listed. Click on the Add Course button to provide additional training courses.

Hours	Course Name	Location	Completion Date	Trainer / Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MM/YYYY"/>	<input type="text"/>

[Remove](#)

[Add Course](#)

[Save and Continue](#)

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If you receive this error message, you did not complete all fields. Please review and fill out all the required fields. Click the “Save and Continue” button.

Application: Step 6

Family Mediation

Mouse click on the statement that applies to your training requirements to view training options. You may only choose one statement and one training option. Click on the statement again to collapse those training options.

[▶ I have completed the following ADRC approved Mediation Training within 15 years of submission of this application: \(CLICK TO VIEW OPTIONS\)](#)

[▶ Waiver of Training Requirements for Certain Rule 31 Mediators: \(CLICK TO VIEW OPTIONS\)](#)

List the training course(s) then provide a copy of the certificate of completion or other proof of completion for each course listed. Click on the Add Course button to provide additional training courses.

Please enter data in all course fields.

Hours	Course Name	Location	Completion Date	Trainer / Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="MM/YYYY"/>	<input type="text"/>

[Remove](#)

[Add Course](#)

[Save and Continue](#)

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If you select to apply for DV, you need to select your training and fill out the number of hours, course name, location, completion date, and trainer/organization. Click the "Save and Continue" button.

The screenshot shows a web browser window with the URL <https://admrtn.tncourts.gov/Application/Application77156723?type=DV>. The page title is "Alternative Dispute Resolution" and the user is logged in as Kathryn Yarbrough. The main heading is "Application: Step 6" followed by "Domestic Violence Designation".

Instructions: "Click the check box if you want a Domestic Violence designation. If not, click 'Save and Continue'." A checkbox is checked with the text: "I would like the Rule 31 Family Mediator's Additional Designation as 'Specially Trained in Domestic Violence Issues.' *"

Instructions: "Mouse click on the statement that applies to your training requirements to view training options. You may only choose one statement and one training option. Click on the statement again to collapse those training options." Two expandable options are shown:

- I have completed 12 hours of ADRC approved "Specially Trained in Domestic Violence Issues" Mediation Training (CLICK TO VIEW OPTIONS)
- WAIVER of Domestic Violence ADRC approved "Specially Trained in Domestic Violence Issues" Mediation Training Requirements: (CLICK TO VIEW OPTIONS)

Instructions: "List the training course(s) then provide a copy of the certificate of completion or other proof of completion for each course listed. Click on the Add Course button to provide additional training courses." Below this is a table with the following headers: Hours, Course Name, Location, Completion Date, and Trainer / Organization. The Completion Date field contains the placeholder "MM/YYYY". A "Remove" link is located to the right of the table. A green "Add Course" button is positioned below the table, and a green "Save and Continue" button is at the bottom right of the form area.

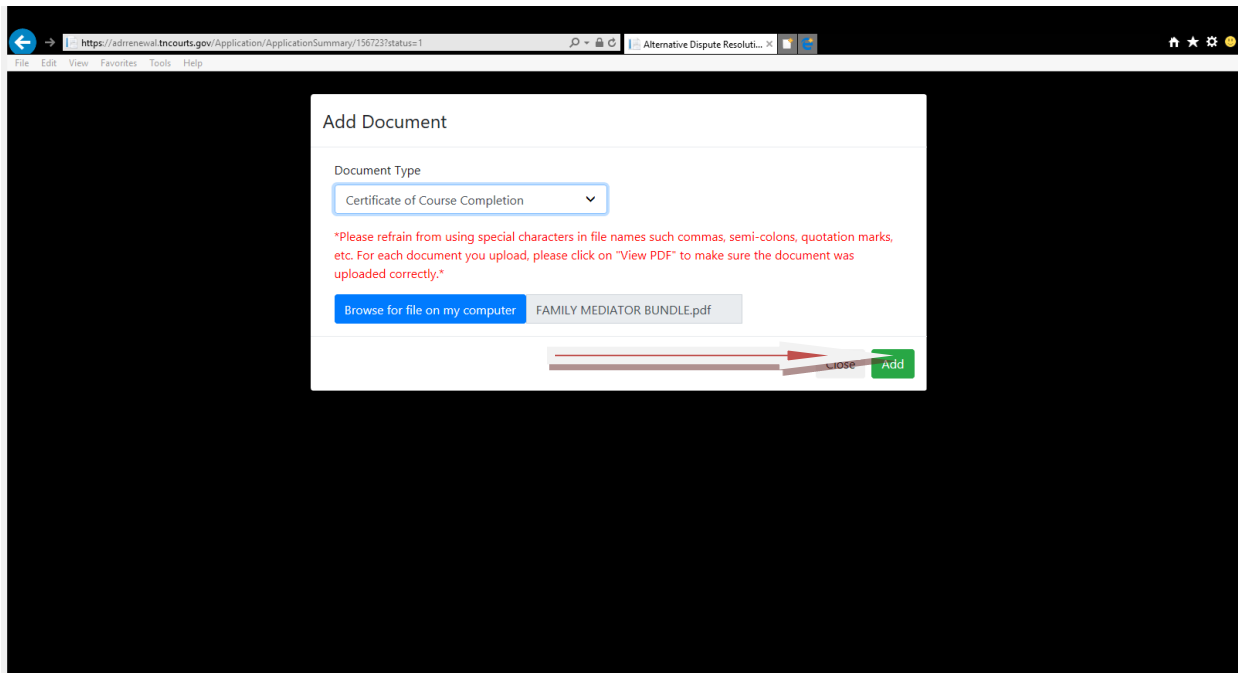
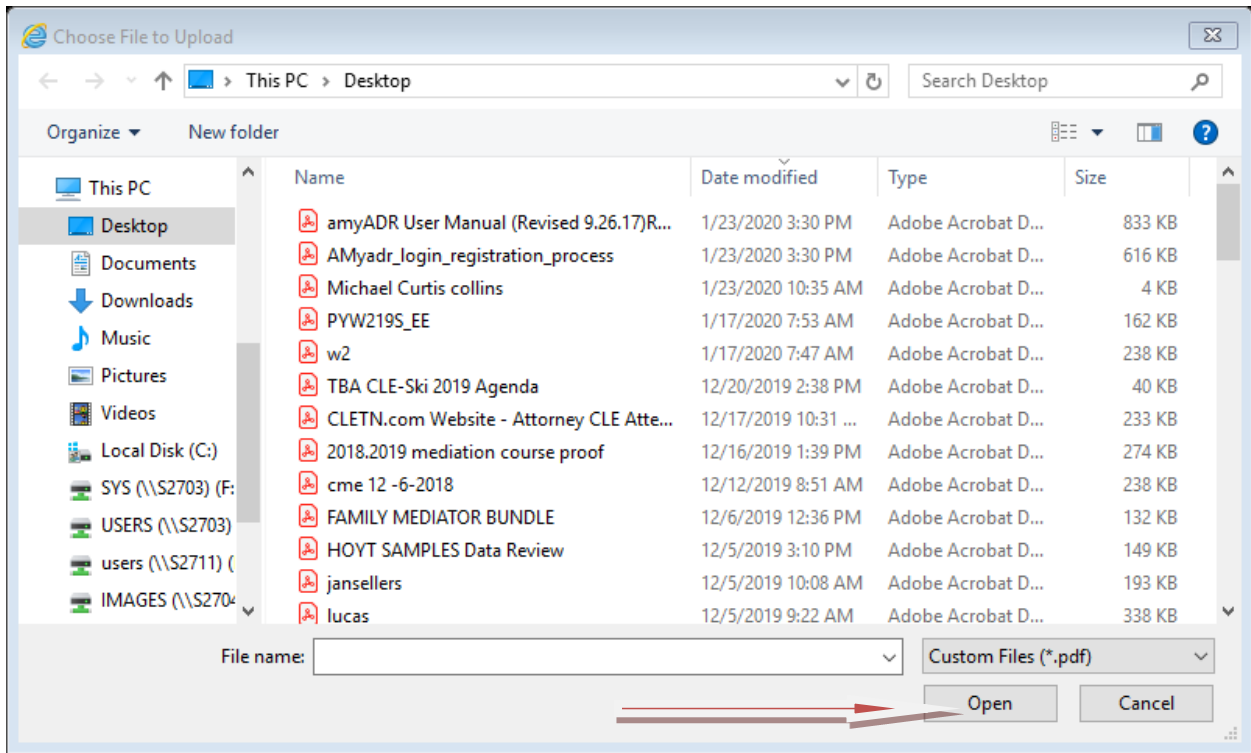
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ADR Application: Review Application Screen

You have now made it to the Review Application Screen. Here you will be able to edit and review any of your information by clicking on the tab and opening up the box with the edit button in the upper right hand corner. Please make all changes before submitting your application to the AOC. You will not be able to edit your application once it has been submitted. You will also be able to upload and view all your required documents. To upload your documents, go to the Documents Tab and click on “Add Documents” then a screen will appear. You will need to select the Type of Document you are going to upload by clicking on the down arrow tab under Document Type. Click on “Browse for file on my Computer”. Select your file by double clicking and it will appear in the Add Document Box. Click on “Add”. You will be at the Review Application screen. Continue adding all documents until you have all the required documents.

The screenshot shows the 'Review Application' page for Kathryn Yarbrough. The page is divided into several sections: 'Personal Information', 'Address & Contact Information', 'Education', and 'Work History'. The 'Personal Information' section is expanded, showing fields for Prefix, First Name (Kathryn), Middle Initial, Last Name (Yarbrough), and Suffix. There is an 'Edit' button next to the Suffix field. Below this, there is a list of counties willing to serve: Davidson, Dickson, Grainger, Hancock, Henry, Knox, and Carroll. To the right, there is a 'Documents' section with a note that documents can only be added or deleted before submission. There are links for 'Add Document' and 'View your Documents'. Below that, there are sections for 'Required Training Documents' and 'Other Required Documents'. At the bottom right, there is a 'Current Status' box indicating 'Work in Progress' and a message about the application fee and submission process.

The screenshot shows the 'Add Document' dialog box. It has a 'Document Type' dropdown menu with 'Select' as the current selection. Below the dropdown, there is a red warning message: '*Please refrain from using special characters in file names such as commas, semi-colons, quotation marks, etc. For each document you upload, please click on "View PDF" to make sure the document was uploaded correctly.*'. There is a 'Browse for file on my computer' button, which is highlighted with a red arrow. To the right of this button, it says 'No file selected'. At the bottom right of the dialog box, there are 'Close' and 'Add' buttons.



If you click on the “Send Application button”, an error message will appear if you do not have all the required documents uploaded.

Please Note: The application must contain 2 Character References and either a Course Outline or a Course Completion Document.

[Exit this application](#) **Review Application**

Personal Information (CLICK TO EXPAND OR COLLAPSE)

Prefix	First Name	Middle Initial	Last Name	Suffix	Edit
	Kathryn		Yarborough		Edit

Counties willing to serve:

- Davidson
- Dickson
- Grainger
- Hancock
- Henry
- Knox
- Carroll

[Address & Contact Information \(CLICK TO EXPAND OR COLLAPSE\)](#)

[Education \(CLICK TO EXPAND OR COLLAPSE\)](#)

[Work History \(CLICK TO EXPAND OR COLLAPSE\)](#)

Documents (PDF Only)

Note: Documents may only be added or deleted before application submission.
[Add Document](#) [View your Documents](#)

Required Training Documents

- Copy of Diploma or Transcript (for Non-Attorney)
- Certificate of Course Completion for Listing/Course Outline

Other Required Documents

- [2 Character references](#)
- Letter of Good Standing and Disciplinary History Report for Each License

Current Status: Work in Progress

When your application is ready to submit to the AOC, click on the Send Application button.

Please remember to submit your application fee in the amount of \$250. Your application is

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After uploading your documents click on the “Send Application” button and you will Agree or Cancel. Click “I Agree” and this will Electronically Sign the application. You will see a message that says, “Your application has been submitted successfully!”

Knox Carroll

[Address & Contact Information \(CLICK TO EXPAND OR COLLAPSE\)](#)

[Education \(CLICK TO EXPAND OR COLLAPSE\)](#)

[Work History \(CLICK TO EXPAND OR COLLAPSE\)](#)

[Licenses \(CLICK TO EXPAND OR COLLAPSE\)](#)

[Additional Information \(CLICK TO EXPAND OR COLLAPSE\)](#)

[Mediation & Training \(CLICK TO EXPAND OR COLLAPSE\)](#)

Letter of Good Standing and Disciplinary History Report for Each License

Current Status: Work in Progress

When your application is ready to submit to the AOC, click on the Send Application button.

Please remember to submit your application fee in the amount of \$250. Your application is not complete and will not be reviewed until you submit the application fee.

You may pay online by credit card by clicking [here](#) to be taken to our credit card payment page.

Or, you may mail a check or money order made out to "Alternative Dispute Resolution Commission" to:

Tennessee Supreme Court
Alternative Dispute Resolution Commission
Nashville City Center, Suite 600
511 Union Street
Nashville, TN 37219-1768

[Send Application](#)

[Print this page](#)

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https://adrc.tncourts.gov/Application/ApplicationSummary?156723?status=1

Acknowledgment

I certify that the information supplied on this application is correct, to the best of my knowledge, and that I qualify for the category(ies) of listing(s) for which I have applied. I will notify the Alternative Dispute Resolution Commission of any address changes. I understand that all information herein is subject to verification.

I have read Tennessee Supreme Court Rule 31 regarding alternative dispute resolution and the related ADRC Policies found at <http://www.tncourts.gov/programs/mediation/resources-mediators/policies> prior to submitting my application for listing. If this application is accepted, I agree to comply with the policies and regulations set forth in that Rule and all subsequent amendments. I agree to notify the Alternative Dispute Resolution Commission promptly should any professional license I hold be revoked, or should I be disciplined by the Board of Professional Responsibility or any applicable agency. I agree to submit to the jurisdiction of the courts of Tennessee and the Alternative Dispute Resolution Commission for purposes of fulfilling my obligation to comply with Rule 31 as it may be amended in the future.

Your application and fee must be received at the Administrative Office of the Courts, Nashville City Center, Suite 600, 511 Union Street, Nashville, TN 37219-1768 by close of business at 4:30 p.m. on the application deadline date listed on www.tncourts.gov to be reviewed at the corresponding meeting date. ** The application fee structure can be found in ADRC policy 23 (effective June 1, 2016) on the AOC website at: <http://www.tncourts.gov/programs/mediation/resources-mediators/>

By clicking "I Agree", you are electronically signing this application.

https://adrc.tncourts.gov/Application/Confirmation

TNCOURTS.gov Alternative Dispute Resolution Kathryn Yairborough

Your application has been submitted successfully!

[Continue to Main Menu](#)

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ADR Application: Making a Payment to the AOC

The AOC must receive your fee payment before your application will be submitted to the ADR Committee. Your fee amount will appear on the review application screen. The address to mail your payment is also listed on the screen. You may pay online by credit card by clicking on the link below.

The screenshot shows a web browser window with the URL <https://adrenewal.tncourts.gov/Application/ApplicationSummary/156723?status=1>. The page title is "Alternative Dispute Resoluti...". The user's name is "Knox Carroll". The page displays a list of application sections: "Address & Contact Information (CLICK TO EXPAND OR COLLAPSE)", "Education (CLICK TO EXPAND OR COLLAPSE)", "Work History (CLICK TO EXPAND OR COLLAPSE)", "Licenses (CLICK TO EXPAND OR COLLAPSE)", "Additional Information (CLICK TO EXPAND OR COLLAPSE)", and "Mediation & Training (CLICK TO EXPAND OR COLLAPSE)". On the right side, there is a "Letter of Good Standing and Disciplinary History Report for Each License" section. Below this, the "Current Status" is "Work in Progress". A message states: "When your application is ready to submit to the AOC, click on the Send Application button. Please remember to submit your application with an amount of \$250. Your application is not complete and will not be reviewed until you submit the application fee. You may pay online by credit card by clicking here to be taken to our credit card payment page. Or, you may mail a check or money order made out to 'Alternative Dispute Resolution Commission' to: Tennessee Supreme Court, Alternative Dispute Resolution Commission, Nashville City Center, Suite 600, 511 Union Street, Nashville, TN 37219-1768." There are two buttons: "Send Application" and "Print this page". Three callout boxes with arrows point to specific elements: "Fee Amount" points to the \$250 fee amount, "Link to Pay Online" points to the "here" link, and "Address to mail check" points to the mailing address.

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