

**DISTRICT MEDIATION AND CONCILIATION CENTRE,
ADR BUILDING, OLD DISTRICT COURT CAMPUS,
FIVE ROAD, KARUR-639001.**

Phone: 04324-296570

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Thiru.K.H.Elavazhagan, B.Sc.,M.L.,
Chairman/District Judge,
District Mediation and Conciliation Centre,
Karur.

Tmt.P.Anuradha, B.A.,B.L.,
Secretary/Co-ordinator,
District Mediation and Conciliation Centre,
Karur.

D. No: 737 /2025 Date: 22 .08.2025

To

1. The Chairman, Mediation Sub Centre, Kulithalai
2. The Chairman, Mediation Sub Centre, Aravakurichi
3. The Chairman, Mediation Sub Centre, Krishnarayapuram
4. The President & Secretary, Bar Association, Karur
5. The President & Secretary, Advocate Association, Karur
6. The President & Secretary, Bar Association, Kulithalai
7. Notice Board, DLSA, Karur, TLSC, Kulithalai, Aravakurichi, Krishnarayapuram
8. Karur District E-Court Website

Sir/Madam,

Sub : District Mediation Centre, Karur – PROJECT “Samarasam Seya Virumbu” –
Tripartite Meetings held throughout the State and Union Territory of Puducherry – Sub
Committee constituted to analyse the reports received from the Senior Trainers district
wise and to formulate suggestions for further course of action to move each district to
the next level – Suggestions of the Sub-Committee approved by the Hon’ble Mediation
Committee – Application Called for from Advocates - Reg..

Ref : 1. Letter received from the Hon’ble TNMCC, Chennai in R.O.C. No.101/2022/
TNMCC/Hct.Ms. dated 09.07.2025.
2. Office Note of the District Mediation Centre, Karur Dated. .08.2025.

I am to state that as per the 1st reference cited above, the District Mediation
Centre, Karur has invited application for Mediators from the suitable Advocates from
Kulithalai, Aravakurichi and Krishnarayapuram Taluks. The standard form of
application annexed with this notification shall be used for applying the above said post. Self-
Attested education qualification certificates, experience certificate must be annexed with the
application. The duly filled in application in the prescribed format along with self-attested
copy of certificates and all other supportive documents should be submitted either through
post or in person on or before **04.09.2025, 5.30 p.m.** to the following address;

**Chairman/District Judge,
District Mediation Centre,
District Legal Services Authority,
ADR Building, Old District Court Campus,
Five Road, Karur-639 001**

Aek
22/08/2025
**Chairman/District Judge,
District Mediation and Conciliation Centre,
Karur.**

Encl: 1. Application Format.
2. Guidelines for Empanelment of Mediators.

DISTRICT MEDIATION AND CONCILIATION CENTRE, KARUR

(Use only BLUE/BLACK BALL POINT PEN to fill up the application)

APPLICATION & BIO-DATA

Affix recent passport size colour photograph (do not pin or staple)

1.	Name of the Applicant (In Block Letters as in School Record) (In case of name change, self-attested copy of Gazette Notification to be enclosed)					
2.	Father/Husband's Name					
3.	Date of Birth (DD/MM/YYYY) Age (Applicant must have completed 40 years of age when she/he applies)					
4.	Gender	MALE	FEMALE	THIRD GENDER		
5.	Marital Status	Married	Unmarried	Widow(er)	Divorce	
6.	(i) Nationality					
	(ii) Religion					
	(iii) Community	OC/FC	BC	MBC & DC	SC	ST
	(iv) Caste					
7.	Educational Qualification (self-attested copies of Certificates to be enclosed)	Sl.No	Qualification	Name of the College/University	Year of Passing	
8.	Address for communication (Address Proof to be enclosed)	Residence		Office/Chamber		
9.	Contact Details:					
	Landline Phone Number with STD Code	Mobile	Whatsapp No	Email ID		
	Office	Residence				
10.	Date of Enrolment & Years of Practice (Self-attested copy of Bar Council Enrolment Certificate to be enclosed)					
11.	Languages known to read, write and speak					

12.	Mother Tongue					
13.	Areas of Practice as Advocate	(No. of Cases in which he / she filed Vakalat In the Past Five Years)			(No. of Cases In which he/she filed Vakalat during the Current Year)	
	<i>Civil</i>					
	<i>Criminal</i>					
14.	Place of Practice	High Court	District Court	Sub Court	Judicial Magistrate Court	Munsif Court
15.	(i) Experts (or) other professionals	Field of Practice/Work	Years of Practice		Specialization, if any	
	(ii) Retired Senior Bureaucrats					
	(iii) Retired Senior Executives					
16.	Subjects of interest in Mediation					
17.	Additional Qualifications, If any					
18.	Whether the applicant has been a) adjudged as Insolvent	<input type="checkbox"/> YES		<input type="checkbox"/> NO		
	b) declared to be of unsound mind	<input type="checkbox"/> YES		<input type="checkbox"/> NO		
19.	a) Whether any criminal charges Involving moral turpitude have been framed by a Criminal Court and pending against the applicant. If yes, give details.	<input type="checkbox"/> YES		<input type="checkbox"/> NO		
	b) Whether the applicant has been convicted by a Criminal Court for any offence Involving moral turpitude. If yes, give details,	<input type="checkbox"/> YES		<input type="checkbox"/> NO		
20.	Whether any disciplinary proceedings or charges relating to moral turpitude has been Initiated/ pending/ resulted in punishment against the applicant by the appropriate disciplinary authority. If yes, give details.	<input type="checkbox"/> YES		<input type="checkbox"/> NO		
21.	Whether the applicant has been within last 10 years	<input type="checkbox"/> YES		<input type="checkbox"/> NO		
	a) debarred or suspended from the practice of law	<input type="checkbox"/> YES		<input type="checkbox"/> NO		
	b) denied admission to the Bar for the reasons of character or unethical conduct.	<input type="checkbox"/> YES		<input type="checkbox"/> NO		
	c) publicly reprimanded or publicly disciplined for professional misconduct.	<input type="checkbox"/> YES		<input type="checkbox"/> NO		

DECLARATION

I _____ S/D/W/H/O _____, have carefully read the Notification. The above stated contents in the Application and Bio-data are correct and true to the best of my knowledge. In the event of inclusion of my name in the panel of mediators, I will abide by the 'Ethics and Code of Conduct for Mediators'. I understand that in case of violation of any of the terms and conditions, the decision of the Authority concerned is final.

Place:

Date:

Signature of the Applicant

GUIDELINES FOR EMPANELMENT OF MEDIATORS

(The foregoing Amended Guidelines shall apply to the Mediation Centres and Mediation Sub Centres in supersession of the former Guidelines)

I. SELECTION PROCEDURE:

QUALIFICATION:

- Legal Practitioners with atleast 10 years standing at the Bar at the level of the Supreme Court or the High Court or the District Court or equivalent status;
- Experts or other professionals with atleast 15 years experience or retired Senior Bureaucrats or retired senior executives.

A. PREFERENCE:

- Those who are in regular/active practice at the Bar will be given preference.

B. AGE:

- He/she should be atleast 40 years old. In suitable cases, this requirement may be relaxed at the discretion of the Committee for TNMCC, High Court, Madras.

C. DISQUALIFICATIONS:

- He/she should not have been adjudged as insolvent or declared to be of unsound mind;
- No criminal charges involving moral turpitude should have been framed against him/her by a Criminal Court and pending.

- He/she should not have been convicted by a Criminal Court for any offence involving moral turpitude.
- No disciplinary proceedings or charges relating to moral turpitude should have been initiated against him/her by the appropriate disciplinary authority which are pending or resulted in punishment.
- He/She should not have been within last 10 years-
 - (a) debarred or suspended from the practice of law;
 - (b) denied admission to the Bar for reasons of character or unethical conduct; and
 - (c) publicly reprimanded or publicly disciplined for professional misconduct.

E. SELECTION PROCESS:

- Depending upon the pendency of cases in the High Court/ District Court /Sub Court and at Taluk Level, the number of Mediators may be selected for empanelment. For example, in the District Head Quarters, the number of Mediators to be empanelled may be between 15 and 25 and at the Sub Court and Taluk Level, it may be between 4 and 10. The number may vary at the discretion of the Committee for Tamil Nadu Mediation and Conciliation Centre, High Court, Madras.
- After conducting One Day Awareness Programme on Mediation in the locality to sensitize the Advocates and Litigants about Mediation, *the Director, Tamil Nadu Mediation*

and Conciliation Centre (TNMCC), shall call for applications from the Advocates of the High Court practising at its Principal Seat or the Madurai Bench and the *Principal District Judge/District Judge* of the concerned District shall call for applications from the Advocates at the District Court/Sub Court and at Taluk Level, to be submitted in the prescribed format, as per **Annexures A to C**; and forward the list of selected candidates, who are willing to undergo 40 Hours Mediation Training Programme to the Committee for TNMCC, High Court, Madras, for approval.

- The condition of one day Awareness Programme to participate in the 40 Hours Mediation Training Programme is dispensed with and it is left to the discretion of the learned Principal District Judge to send the panel of Advocates and Judicial Officers depending upon their experience, age and suitability for such training programme.

II. TRAINING PROCESS :

a) 40 Hours Mediation Training Programme (5 Days): (Mandatory for Empanelment)

- The selected candidates will be imparted 40 Hours Mediation Training Programme, as per the Curriculum /Agenda approved by the Mediation and Conciliation Project Committee, Supreme Court of India, New Delhi.

- The Mediation Training Programme will be organized by Tamil Nadu Mediation and Conciliation Centre at Chennai, Madurai and Coimbatore by utilizing the services of the Trainers of TNMCC, with prior intimation to MCPC.
- Selection Letters duly intimating date, time and venue of the Training will be issued to the selected candidates/Trainees by the Director, TNMCC.
- Attendance is compulsory for all the five days.

III. EMPANELMENT PROCESS:

- After successful completion of 40 Hours Mediation Training, the final List/Panel of Mediators will be prepared and approved by the Committee for TNMCC, High Court, Madras.
- Thereafter, the approved Panel of Mediators in respect of Districts will be forwarded to the Principal District Judges concerned, who in turn, shall publish the same on the respective notice boards of the District Court/Sub Court and Taluk Courts.
- Insofar as High Court is concerned (both Madras and Madurai Bench), the Director, TNMCC shall notify the Panel of Mediators, in the respective Notice Boards, as well as in the High Court Cause List.

- Normally, the Trained Mediator shall be allowed to have his/her name in one of the panels at the concerned District Level, however, at the discretion of the Committee a Trained Mediator may be allowed, on application, to act as Mediator at more than one place or to shift from one Panel to another Panel at a different place / Court, by deleting his/her name from the earlier Panel.
- The trained Mediators shall be in the panel initially for a period of three years from the date of approval of the Panel by the Committee for TNMCC, High Court, Madras.

IV. ¹ ACCREDITATION PROCESS:

- [The Mediator should have undergone 40 Hours Mediation Training Programme under the aegis of MCPC as per the curriculum approved by MCPC from the trainers approved by the Mediation and Conciliation Project Committee.
- Upon mediating 10 matters, which resulted in Mediated Settlement Agreement and conducting atleast 20 mediations in all, the mediator will be accredited.
- The trained mediator is required to do pro-bono service, until accreditation or for a period of two years, whichever is earlier.

1. Substituted vide Minutes of the Hon'ble Committee for Tamil Nadu Mediation and Conciliation Centre, Dated : 10.03.2025. R.O.C.No.116/2025/T.N.M.C.C./Hct./Ms.,

- The pro-bono mediator, until his/her accreditation or for a period of two years from the date of his/her training as Mediator, will only be permitted to do mediation as co-mediator with another Accredited Mediator.
- In Stations, where there is no Accredited Mediator available or very less number of Accredited Mediators are available, as an exceptional measure, two non-accredited mediators can also conduct mediation by sitting as co-mediators.
- The Judicial Officers who are trained as mediators and are inducted in the panel after their retirement, are also required to do pro-bono service for a period of six months. However, the clause relating to sitting as co-mediator with the Accredited Mediator is not applicable to them and they can be permitted to do mediation individually from the beginning and will be entitled for honorarium after the pro-bono period. During their pro-bono period, they should not opt for any other Government post. If opted, due intimation should be given to the Mediation Centre and the period of pro-bono service already undergone will not be taken into account.

1. Substituted vide Minutes of the Hon'ble Committee for Tamil Nadu Mediation and Conciliation Centre, Dated : 10.03.2025. R.O.C.No.116/2025/T.N.M.C.C./Hct./Ms.,

- The Judge Mediators, who have completed 10 mediations resulting in settlement and atleast 20 mediations in all, while serving as Judicial Officers and are declared as "Accredited Mediators", are exempted from Pro-bono service.
- After completion of the period of pro-bono service, the mediator will be entitled for Honorarium as per the norms of the High Court based on the recommendation of the Director, TNMCC/Registrar (Judl.)/Principal District Judge of the respective districts regarding his/her active participation in the mediation sessions during the pro-bono period.
- After Accreditation, a Mediator must complete 20 Hours Refresher Course every three Calendar Years to refresh their mediation skills and techniques.]

V. RENEWAL PROCESS

- The regularity of Mediators for each Mediation Sessions will be assessed for continuing in Panel.
- If any trained Mediator does not appear for three consecutive sessions, he/she may not be allotted any fresh case for mediation.

1. Substituted vide Minutes of the Hon'ble Committee for Tamil Nadu Mediation and Conciliation Centre, Dated : 10.03.2025. R.O.C.No.116/2025/T.N.M.C.C./Hct./Ms.,

- The trained Mediators, who do not come for mediations regularly will be placed in the non-roster roll for a period of one year and if he/she fails to show any involvement or interest in mediation, his/her name will not be renewed for continuing in the Panel.
- There shall be periodical assessment of performance of the Mediators. Successful settlement of cases will also be a criterion for evaluating the potential of a Mediator to continue in the panel.
- Any complaint received against the Mediators or breach of Ethical Standards or both will attract disqualification to continue them in the Panel.
- The panelist/Mediators shall exercise their willingness to continue in the panel and submit his/her renewal application, a month prior to the expiry of three years period.
- Renewal of the Panel of Mediators shall be at the discretion of the Director or the Principal District Judge/District Judge, as the case may be, with the prior approval of the Committee for TNMCC.
- The Director or the Principal District Judge, as the case may be, with the prior approval of the Committee for TNMCC,

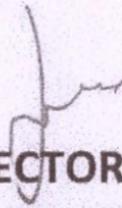
may from time to time, add or delete the name of any Mediator from the Panel of Mediators.

VI. MODIFICATION, AMENDMENT OF THE GUIDELINES:

The guidelines may be modified /amended by the Committee for TNMCC from time to time.

//BY ORDER//

//TRUE COPY//



DIRECTOR

TAMIL NADU MEDIATION AND CONCILIATION CENTRE

DATED: 21.04.2025