



Application for Court Appointment: Frequently asked Questions

Q. Where do I send my completed application?

A. Email completed applications to: BCMediator@txcourts.gov

Q. When are applications due?

A. Applications can be submitted any time. They will be considered at the end of the quarter in which they are received (March 31, June 30, September 30, December 31). Approved applications are valid for one year.

Q. Who reviews submitted applications?

A. Applications will be reviewed by the Judges and/or assigned court staff.

Q. Will there be separate lists for each Judge or Division?

A. No. The Business Court will maintain one list of mediators, filtered by case-specific criteria such as geographic region, remote availability, and other languages spoken. When a mediator is appointed from a list, the mediator then moves to the bottom of that list.

Q. Will the lists of approved mediators be public?

A. Yes. The Court's list of approved mediators will be posted quarterly on the Court's website. A mediator's position on the list will not be publicly posted.

Q. Can a non-attorney be placed on the list?

A. No. Only licensed attorneys are eligible to be on the Court's list of approved mediators.

Q. If parties voluntarily agree to mediate with a mediator on the Court's mediator list, does the mediator's position on the mediator list change?

A. No. Only court appointments change a mediator's position on the Court's mediator list.

Q. Are there any circumstances where a mediator, after being appointed and moving to the bottom of the list, can be reinstated back at the top of the list?

A. No. The Court does not change any list except to add, remove, or update information for approved mediators.