

# Virginia Judicial System Training On-Line Presentation



Kathleen McKee, Esq. & Sara McAllister  
*Trainers*

**When:** March 24, 2023 from 1:30 p.m. to 5:30 p.m.

We will be using Zoom Pro for this training and you will need to have video and audio capability to participate.

**Cost:** \$185 (\$70 minimum deposit is required)

This course is required for all non-attorney (and non-Virginia licensed attorneys) individuals seeking mediator certification. The training provides:

- an overview of the state court system,
- reviews court procedural issues, and
- discusses mediation referral processes from the courts

**Registration Deadline is Friday, March 17, 2023**  
**Full payment is due by March 22, 2023**

## Meet the Training Team:

Kathleen McKee, Esq., is an Associate Professor at Regent University School of Law and is the Director of Experiential Learning. She has been a Virginia Certified Mediator and Mentor for more than 20 years and developed and taught this class for many years.

Sara McAllister, Limitless Possibilities Mediation Services LLC, has been a Virginia Certified Mediator and Mentor for more than 20 years. She has trained mediators on a variety of topics including "Mediating at Court", "Agreement Writing" and "Mentoring Others in Mediation".



## Cancellation and Refund Policy:

We may cancel the training for insufficient registration or inclement weather and we will issue all registrants a full refund of any payments made. Cancellation by a participant must be done in writing by March 17, 2023 in order to receive a full refund. If cancellation is made after March 17, 2023, the participant will receive a refund less the \$70 deposit. Participants who fail to cancel or fail to attend the training ("No-Shows"), will be charged the full amount of the training and will forfeit the deposit and any payments made towards the training.



**Questions?** Contact Karen Richards at (757) 635-4651; visit [krtrainmediate.com](http://krtrainmediate.com); or email her at [krtrainmediate@gmail.com](mailto:krtrainmediate@gmail.com)

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## Virginia Judicial System Training Registration Form

*Registration deadline is March 17, 2023*

*(A minimum deposit of \$70 is required to register for the training. Full payment is due March 22.)*

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\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State & Zip

Phone # \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Amount Enclosed

**For Credit Card Payment:** Type: MC \_\_\_ VISA \_\_\_ AM EXP \_\_\_ DISCOVER \_\_\_

Name on Card: \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration \_\_\_\_\_ CVC # (3/4 digit code on back) \_\_\_\_\_

Billing Address & Zip Code \_\_\_\_\_

\_\_\_\_\_  
Your signature authorizing credit card payment

**For checks,** make payable to: Karen H. Richards

**Mail registration form & payment to:** Karen Richards Training & Mediation LLC  
3419 Virginia Beach Blvd., #106  
Virginia Beach, VA 23452

Karen Richards Training & Mediation LLC ◦ [krtrainmediate.com](http://krtrainmediate.com) ◦ 757-635-4651