

Virginia Judicial System Training On-Line Presentation



Kathleen McKee, Esq. & Sara McAllister
Trainers

When: October 20, 2025 from 1:30 p.m. to 5:30 p.m.

We will be using Zoom Pro for this training. You will need to have video and audio capability to attend this synchronous-learning class.

Cost: \$195 (\$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 Wednesday, October 15, 2025
Full payment is due by October 18, 2025

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, Mentor, and Trainer for more than 20 years and teaches the core mediation and recertification classes.



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 October 15, 2025, in order to receive a full refund. If cancellation is made after October 15, 2025, 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; or email her at krtrainmediate@gmail.com

Virginia Judicial System Training Registration Form

Registration deadline is October 15, 2025.

(A minimum deposit of \$70 is required to register. Full payment is due October 18, 2025.)

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 ◦ 757-635-4651