

ADR PROGRAM APPLICATION - CHECK LIST

Complete the Program Application Cover Sheet. Due 11/23/09

Fill-in the Program information.

Sign and date the Certification form.

Note: If application is sent via e-mail, the Application Cover Sheet must be sent to each department separately by mail on or before the application deadline. **See:** Section 7A of the Instruction Guide.

Complete Program Application - There are separate applications for New and Existing Programs.

Answer the Narrative Questions.

New Programs must answer all of the 15 questions. **See:** Application for New Programs.

Existing Programs must update their information from the prior approval and attach their policies. **See:** Re-Application for Existing Programs.

Existing Programs must complete Extension of Services questionnaire.

Existing Programs must attach their Policies with their application.

Programs must provide the list of Neutrals on its roster (Forms 1& 2).

New Programs must list their neutrals on Form 1. **See:** the Rule 8 Summary to ensure compliance with Qualification requirements for neutrals.

Existing Programs must list their neutrals on Form 1 and/or Form 2 (Limited Exemption).

Programs must complete the Exempt Income Certification form required by the Boston Municipal Court and District Court Departments.

Programs must send each Department a separate application.

Programs must send a copy of each Department application to AOTC. See: Section 7 B of the Instruction Guide.