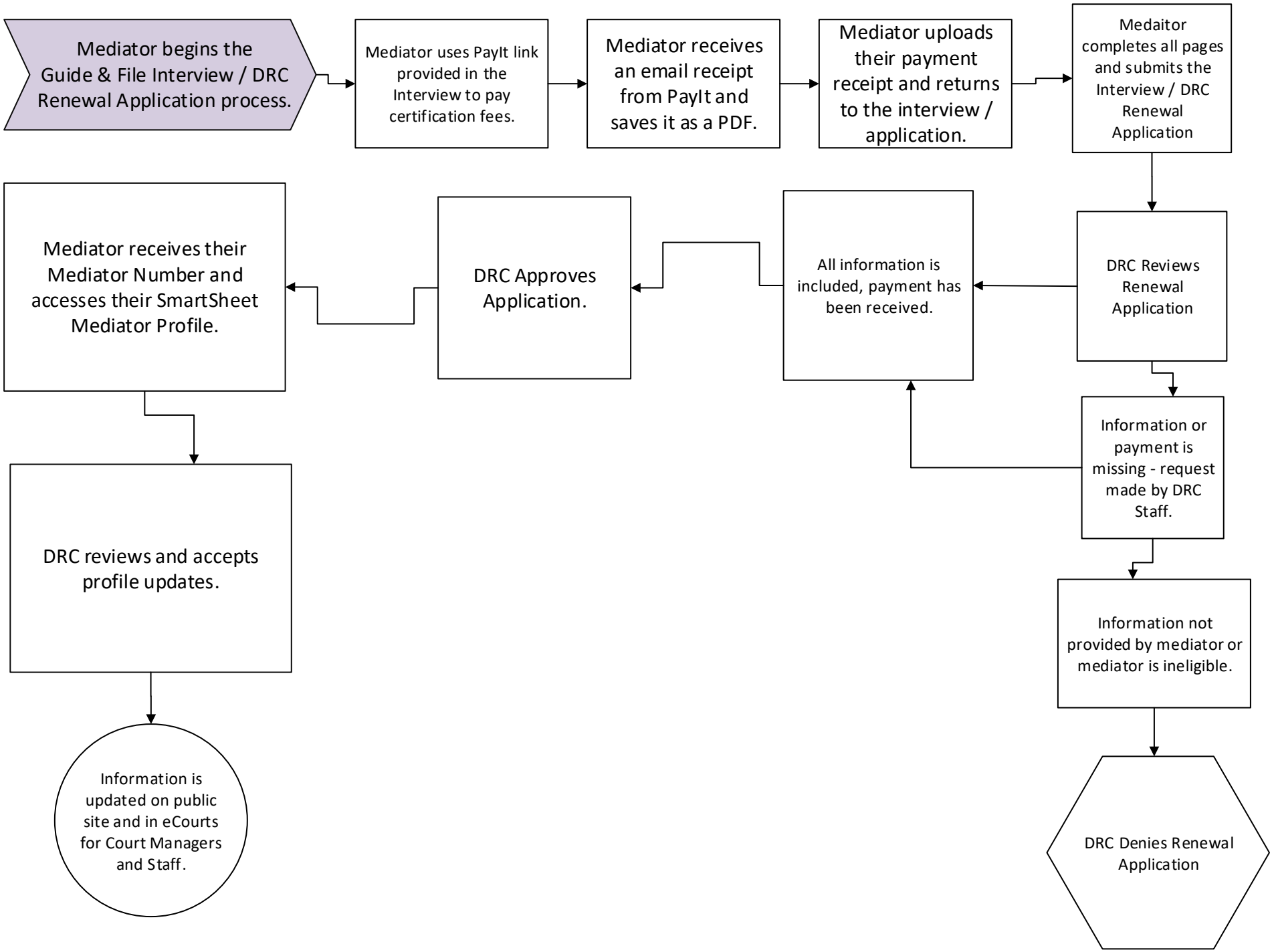
Mediator begins the Guide & File Interview / DRC Renewal Application process.
Mediator uses PayIt link provided in the Interview to pay certification fees.
Mediator receives an email receipt from PayIt and saves it as a PDF.
Mediator uploads their payment receipt and returns to the interview / application.
Medaitor completes all pages and submits the Interview / DRC Renewal Application
DRC Reviews Renewal Application
All information is included, payment has been received.
DRC Approves Application.
Mediator receives their Mediator Number and accesses their SmartSheet Mediator Profile.
DRC reviews and accepts profile updates.
Information is updated on public site and in eCourts for Court Managers and Staff.
Information or payment is missing - request made by DRC Staff.
Information not provided by mediator or mediator is ineligible.
DRC Denies Renewal Application