

Guide to Assist
NCDRC Certified
Mediators with
Renewing Their
Certification in
Enterprise Justice.



Helpful Hints!

1. Make sure you have at least 30 minutes to complete this process.
2. Logon to the [eCourts Guide & File page](#). If you do not login you will not be able to submit your renewal application.
3. If you must change an answer, you may need to click the “refresh” button to update the page.
4. You will need to have emailed DRCMediators@nccourts.org all documents necessary to properly report any matters that fall under MSC/FFS Rule 8 PRIOR to completing the application.
5. You will need your credit card or check book (for ACH transfers) to complete the application. The DRC no longer accepts checks for renewal applications. You will pay all renewal fees through a new application called [PayIt](#). (You will need to create an account.)
6. Your mediator profile will be housed on Smartsheet. You will need to register for a work account using the same email currently on file with the DRC. **You will not have access to Smartsheet until your renewal application has been approved by DRC.** The account is free and operates under the NCAOC. After you log onto SmartSheet, you can create/update your Mediator Profile. You will be the only person who can modify your profile, outside of DRC staff. This is where you will make your selections for designations and court appointments, your attendance preference, enter your keywords, and list your bio. If you do not set up a bio, you are still certified to mediate under the DRC, but your status as a certified mediator will not be available to the public.

You must logon to Guide & File to submit your renewal application.

If you have not yet registered in eCourts, Attorney mediators can create/register for an account. Emergency Judges, and non-attorney certified mediators, must create/register for an “Individual Account” in eCourts.

Once you are logged onto eCourts Guide & File, please click on DRC Mediators ONLY - FY 25-26 Mediator Certification Renewal.

The screenshot shows a web browser window with the URL <https://northcarolina.tyleretech.cloud/SRL/SRL#>. The page is titled "eCourts Guide & File" and has a navigation bar with links: "Start a New Filing Interview", "Home", "Start a Filing", and "My Interviews". Below the navigation bar, there are four tabs: "Select Interview", "Complete Interview", "Review Summary", and "Submit Documents". The "Select Interview" tab is active, and it displays a list of filing options under the heading "Please select the type of filing you would like to complete." The list includes:

- Absolute Divorce (Now! eFiling Option in Some Counties)
- Adult Name Change
- Appeal To District Court From Small Claims Court Judgment In Summary Ejectment
- Application for Certificate of Verification of Prior Expunction
- Complaint In Summary Ejectment (Now! eFiling Option in Some Counties)
- Domestic Violence Protective Order (Now! eFiling Option in Some Counties)
- DRC Mediators ONLY - FY 25-26 Mediator Certification Renewal**
- Motion to Claim Exempt Property (Now! eFiling Option in Some Counties)
- Online Request For Dismissal Or Speeding Reduction Of A Traffic Citation (Now! eFiling Option In Some Counties)
- Petition To Proceed As An Indigent (Now! eFiling Option in Some Counties)
- Probate: Petition for Summary Administration with or without a will
- Request For Relief From Fines, Fees And Other Monetary Obligations, And Order On Request
- Small Claims Complaint (Now! eFiling Option in Some Counties)
- Summary Ejectment Answer And Counterclaims (Now! eFiling Option in Some Counties)

A blue arrow points to the "DRC Mediators ONLY - FY 25-26 Mediator Certification Renewal" option. On the right side of the page, there is a sidebar with a "LINKS" section containing links to "Find My Court Date", "Find My Courthouse", "Find An Attorney", "Explore Services", "Going To Court", and "Need an Interpreter?". Below the links is a "CONNECT WITH US" section with social media icons for Facebook, LinkedIn, Twitter, and YouTube. At the bottom of the sidebar is a "FILLING OUT YOUR FORMS" section with a video player and a "New! List of eFiling Counties" link.

You will be asked to confirm that you are entering the correct interview. If you wish to renew your mediator certification(s) with the DRC, click Next.

The screenshot shows the 'eCourts Guide&File' interface for 'Mediator Certification Renewal for FY 25-26'. The page has a dark blue header with navigation links: Interview, Home, Start a Filing, My Interviews. Below the header are four tabs: Select Interview, Complete Interview, Review Summary, and Submit Documents. The main content area displays the title '[AUTH] Mediator Renewal FY 25-26' and 'Mediator Certification Renewal for FY 25-26'. A sub-header states: 'This interview is to be used for those who wish to apply for MSC, FFS, CPME, or DCC mediator certification renewal with the Dispute Resolution Commission.' At the bottom left, there is a 'Go to' dropdown menu with 'Start Page' selected. At the bottom right, there is a 'Next' button. A large yellow arrow points to the 'Next' button. On the right side, there is a sidebar with the text 'You can also...' and two links: 'SAVE YOUR WORK, SIGN UP' and 'ALREADY SIGNED UP? LOG IN'. At the bottom of the page, there is a blue banner for the 'North Carolina Judicial Branch' with links to 'Guide & File FAQs', 'Guide & File Support', and 'Help Tools'. The 'tyler' logo is in the bottom right corner.

Please read, click the box acknowledging you have read the page. Click Next.

The screenshot shows the 'eCourts Guide&File' interface for the 'Disclaimers' page. The page has a dark blue header with navigation links: Interview, Home, Start a Filing, My Interviews. Below the header are four tabs: Select Interview, Complete Interview, Review Summary, and Submit Documents. The main content area displays the title 'Disclaimers' and a sub-header 'Use this interview at your own risk!'. The text states: 'This interview is designed to help you submit your application for mediator certification renewal. It is your responsibility to make sure the forms and information you file with the Dispute Resolution Commission (DRC) are correct and complete.' Below this, there are instructions to 'Follow these steps:' and a list of steps: 'Read the Interview and the questions carefully', 'Also read all information marked with an information icon', 'Give complete and truthful answers', 'Review the final documents that the interview generates for your application', and 'Make sure everything on your documents is correct before you file them.' There is also a note about contacting the DRC if there are questions or need for advice. At the bottom left, there is a 'Go to' dropdown menu with 'Disclaimers' selected. At the bottom right, there is a 'Next' button. A large yellow arrow points to the 'Next' button. On the right side, there is a sidebar with the text 'You can also...' and two links: 'SAVE YOUR WORK, SIGN UP' and 'ALREADY SIGNED UP? LOG IN'. Below these links, there is a 'More Information' section with links to 'Find My Courthouse', 'Find An Attorney', 'Ask for Non-Profit Legal Help', and 'Legal Glossary of Terms'. The 'tyler' logo is in the bottom right corner.

**Before you start the interview, you
MUST have already provided any
documents required under MSC/FFS
Rule 8 to DRC Staff.
Click Next.**

**You may email the documents
directly to
DRCMediators@nccourts.org**

**i.e. Notice of Grievance, Criminal
Charges, Civil Judgements, Liens,
Bankruptcy, etc.**

The screenshot shows the 'Before You Start The Interview' page on the eCourts platform. The page has a dark blue header with navigation tabs: 'Select Interview', 'Complete Interview', 'Review Summary', and 'Submit Documents'. The main content area is titled 'Before You Start The Interview' and includes instructions for users. A yellow arrow points to the 'Next' button at the bottom right of the page.

Before You Start The Interview
Follow these instructions:

- For best performance, use **Google Chrome** to take the interview. If you are not using Chrome now, consider switching to Chrome before you get started.
- Set aside up to 30 minutes to complete the interview.
- Use correct spelling and capitalization in your answers. Your answers will appear on the final forms for the DRC exactly as you enter them.
- Use English to answer the questions.
- Register for an account before you begin. Without an account, your answers will not be saved, and your interview may reset if you leave the computer. With an account:
 - your answers will be saved and
 - you can return later to finish if needed.
- Gather the items listed below to help you answer the questions.

Gather these items, if applicable, before you begin the interview:

- All CME training certificates and training information
- Any documentation related to previous or ongoing disciplinary actions with any professional organizations.

Important: You must register for an account and log in to be able to save your answers and to file electronically. If you leave your computer and come back, you may lose all your work.

Buttons: Exit, Go to: Before You Start The Interview, Previous, Next

**This is your notice that
you are required to pay
the fees before completing
the application – please,
grab your credit card or
check book! Select “yes”
if you wish to renew your
NCDRC certificate(s).
Click Next.**

The screenshot shows the 'Is This The Right Interview For You?' page on the eCourts platform. The page has a dark blue header with navigation tabs: 'Select Interview', 'Complete Interview', 'Review Summary', and 'Submit Documents'. The main content area is titled 'Is This The Right Interview For You?' and includes a notice about fees. A yellow arrow points to the 'Next' button at the bottom right of the page.

Is This The Right Interview For You?
This interview will allow you to complete an application for mediator certification renewal. From this interview you will be able to apply to renew any of the Dispute Resolution Commission's mediator programs.

You may select the appropriate application on the next page and processing fees will be calculated near the end of the interview. You will be given instructions on how to pay these fees online prior to submitting your application. All application fees will need to be paid prior to submission and your paid invoice attached in pdf format

Do you want to continue with the interview? *

☒ Yes ☐ No

Buttons: Exit, Go to: Is This The Right Interview, Previous, Next

North Carolina Judicial Branch
Guide & File FAQs | Guide & File Support | Help Tools

Finally! The renewal application.

**Select your program(s).
Click Next.**

The screenshot shows the 'Application to complete' screen in the eCourts Guide&File system. The page has a dark blue header with the 'eCourts Guide&File' logo and a red warning banner stating 'THIS SITE IS FOR TESTING ONLY AND IS NOT MONITORED'. Below the header is a navigation bar with tabs for 'Select Interview', 'Complete Interview' (which is active), 'Review Summary', and 'Submit Documents'. The main content area is titled 'Application to complete' and contains a question: 'Which type of certification would you like to apply for?'. There are two radio button options: 'MSC, FFS, CPM, or CPME Renewal' (which is selected) and 'DCC Renewal'. A large yellow arrow points to the 'Next' button. At the bottom of the main content area is a blue banner for the 'North Carolina Judicial Branch' with links to 'Guide & File FAQs', 'Guide & File Support', and 'Help Tools'. On the right side, there is a sidebar with a 'You can also...' section containing links for 'SAVE YOUR WORK, SIGN UP', 'ALREADY SIGNED UP? LOG IN', and 'More Information'. The sidebar also includes links for 'Find My Courthouse', 'Find An Attorney', 'Ask for Non-Profit Legal Help', and 'Legal Glossary of Terms'. The bottom of the screen shows a Windows taskbar with the search bar and various application icons.

**Confirmation you have
selected the correct
program(s).
Click Next.**

The screenshot shows the 'Application For Mediator Certification Renewal' screen in the eCourts Guide&File system. The page layout is similar to the previous screenshot, with the same header, navigation bar, and sidebar. The main content area is titled 'Application For Mediator Certification Renewal' and contains a paragraph of text: 'G.S. 7A-38.1, -38.3B, -38.4A; Rules 2 and 8 of the Rules of Mediation for Matters Before the Clerk of Superior Court, Rules 2 and 8 of the Rules for Settlement Procedures in District Court Family Financial Cases, Rules 2 and 8 of the Rules for Mediated Settlement Conferences and Other Settlement Procedures in Superior Court Civil Actions'. A large yellow arrow points to the 'Next' button. At the bottom of the main content area is a blue banner for the 'North Carolina Judicial Branch' with links to 'Guide & File FAQs', 'Guide & File Support', and 'Help Tools'. The sidebar on the right is identical to the one in the previous screenshot. The bottom of the screen shows a Windows taskbar with the search bar and various application icons.

Select all certification(s)
you are renewing in this
application.

You will be prompted to
elect Active or Inactive
status for each program
you select.

!! The election for active
or inactive will determine
the amount of renewal
fees you owe at the end of
the interview. !!

*(Inactive mediators are not
eligible to mediate and pay
1/2 the renewal fees.)*

Interview

Home Start a Filing My Interviews

Select Interview Complete Interview Review Summary Submit Documents

Personal Information

I, the undersigned, apply for renewal of my certification(s) to conduct (check all that apply):

- ☒ MSC Mediated Settlement Conference mediations
- ☐ FFS Family Financial Settlement mediations
- ☐ CPM Clerk mediations

MSC Status

☒ Active ☐ Inactive

FFS Status

☒ Active ☐ Inactive

Mediator's Name

First * Middle * Last * Suffix [Select]

Street Address or P.O. Box

Line 1 *

Line 2 *

City * State * Zip Code *

Date of Birth *

Phone Number * Fax Number *

Email *

INSTRUCTIONS: An applicant for mediator certification renewal should complete the application below and follow the instructions to pay the certification renewal fee. The Dispute Resolution Commission will notify the applicant upon receipt of both the mediator certification renewal application and payment of the mediator certification renewal fee. Licensed attorney applicants complete Section I, Section II, Section IV, Section V, and Section VI. Non-attorney applicants complete Section I, Section II, Section IV, Section V, and Section VI.

Are you a licensed attorney member of the NC Bar? *

☐ Yes ☐ No, Licensed in another state ☐ No, I am not a licensed attorney

Go to Personal Information Previous Next

You can also...

SAVE YOUR WORK, SIGN UP
ALREADY SIGNED UP? LOG IN

More Information

- Find My Court/Case
- Find An Attorney
- Ask For Your Court/Legal Help
- Legal Glossary of Terms

Interview

Home Start a Filing My Interviews

Select Interview Complete Interview Review Summary Submit Documents

Personal Information

I, the undersigned, apply for renewal of my certification(s) to conduct (check all that apply):

- ☒ MSC Mediated Settlement Conference mediations
- ☐ FFS Family Financial Settlement mediations
- ☐ CPM Clerk mediations

MSC Status

☐ Active ☒ Inactive

FFS Status

☒ Active ☐ Inactive

Mediator's Name

First * Middle * Last * Suffix [Select]

Street Address or P.O. Box

Line 1 *

Line 2 *

City * State * Zip Code *

Date of Birth *

Phone Number * Fax Number *

Email *

INSTRUCTIONS: An applicant for mediator certification renewal should complete the application below and follow the instructions to pay the certification renewal fee. The Dispute Resolution Commission will notify the applicant upon receipt of both the mediator certification renewal application and payment of the mediator certification renewal fee. Licensed attorney applicants complete Section I, Section II, Section IV, Section V, and Section VI. Non-attorney applicants complete Section I, Section II, Section IV, Section V, and Section VI.

Are you a licensed attorney member of the NC Bar? *

☐ Yes ☐ No, Licensed in another state ☐ No, I am not a licensed attorney

You can also...

SAVE YOUR WORK, SIGN UP
ALREADY SIGNED UP? LOG IN

More Information

- Find My Court/Case
- Find An Attorney
- Ask For Your Court/Legal Help
- Legal Glossary of Terms

Enter your personal information.
(Do not use auto populate on the phone number as it will fill the extension with blanks and kick back.)

If you are a non-attorney, you will not have additional prompts. Click Next.

If you are an attorney, you will be prompted for your NC State Bar number. If you are an out-of-state attorney, please enter the State(s) where you are licensed. Click Next.

The screenshot shows a web browser window with the URL <https://efilenc-test.tylertech.cloud/SRL/SRL/ExecuteInterview>. The page is titled "eCourts Guide & File" and has a navigation bar with links for "Interview", "Home", "Start a Filing", and "My Interviews". The main content area is titled "Personal Information" and contains the following fields and prompts:

- 1. The undersigned, apply for renewal of my certification(s) to conduct (check all that apply):**
 - ☒ (MSC) Mediated Settlement Conference mediations
 - ☐ (FFS) Family Financial Settlement mediations
 - ☐ (CPMC) Court mediations
- Mediator's Name:**
 - First: Middle: Last: Suffix:
- Street Address or P.O. Box:**
 - Line 1:
 - Line 2:
- City:** **State:** **Zip Code:**
- Date of Birth:**
- Phone Number:**
- Email:**

INSTRUCTIONS: An applicant for mediator certification renewal should complete the application below and follow the instructions to pay the certification renewal fee. The Dispute Resolution Commission will recently the applicant upon receipt of both the mediator certification renewal application and payment of the mediator certification renewal fee. Licensed attorney applicants complete Section I, Section III, Section IV, Section V, and Section VI. Non-attorney applicants complete Section II, Section III, Section IV, and Section VI.

Are you a licensed attorney member of the NC Bar?
☒ Yes ☐ No, Licensed in another state ☐ No, I am not a licensed attorney

NC Bar No.:

Are you a licensed attorney in any states other than NC?
☒ Yes ☐ No

List states in which you are licensed to practice:

On the right side of the form, there is a sidebar titled "You can also..." with the following options:

- SAVE YOUR WORK, SIGN UP**
- ALREADY SIGNED UP? LOG IN**
- [More Information](#)
- [Find My Court House](#)
- [Find An Attorney](#)
- [Ask For Non-Profit Legal Help](#)
- [Learn About Us Today](#)

**Attorney applicants
have reporting
requirements. Please,
please, read this
carefully
Click Next.**

**ALL applicants will need to
AFFIRM the statements are
correct. If you have
ANYTHING to report, you may
do so in the next few screens.**

**The non-attorney
applicants have similar
reporting requirements.
Please, read this
carefully.
Click Next.**

The screenshot shows a web browser window with the URL <https://efilenc-test.tylertech.cloud/SRL/SRL/ExecuteInterview>. The page is titled "Section I. Licensed Attorney Applicant Statement". It contains several paragraphs of text for the applicant to affirm, including statements about their standing with the North Carolina State Bar, any disciplinary actions, and their current status. A yellow arrow points to the "Next" button at the bottom right of the form. The interface includes a top navigation bar with "Interview", "Home", "Start a Filing", and "My Interviews". A sidebar on the right offers options like "SAVE YOUR WORK, SIGN UP" and "ALREADY SIGNED UP? LOG IN". The footer displays the "North Carolina Judicial Branch" logo and contact information.

The screenshot shows the same eCourts Guide&File interface, but for "Section II. Non-Attorney Applicant Statement". The text prompts are similar to Section I, asking for affirmations regarding the applicant's professional or regulatory body, disciplinary actions, and current status. A yellow arrow points to the "Next" button at the bottom right of the form. The layout, including the top navigation bar, sidebar, and footer, is consistent with the previous screenshot.

Please note, your mediator profile will now be housed on Smartsheet. After your renewal application has been approved by DRC staff, you must complete your mediator profile on the Mediator Profile Smartsheet link.

You will be asked to create an account on Smartsheet through this link by setting up a username and password. You can then logon and create/update your mediator profile on Smartsheet at anytime. Additional instructions for this step will be provided!

The screenshot shows a web browser window with the URL <https://northcarolina.tyler-tech.cloud/SRL/SRL/ExecuteInterview>. The page is titled "eCourts Guide & File" and has a navigation bar with "Interview", "Home", "Start a Filing", and "My Interviews". Below the navigation bar are four tabs: "Select Interview", "Complete Interview", "Review Summary", and "Submit Documents". The "Complete Interview" tab is active, showing "Section III. Statement as to Designations". The text in this section reads: "I, the undersigned, affirm that in my Mediator Profile, I will designate the judicial districts and/or counties in which I am willing to accept court appointments to mediate, the judicial districts and/or counties in which I am willing to be selected by parties to mediate, and the specific attendance method(s) by which I will be available to conduct mediations." At the bottom of the form, there is a "Go to" dropdown menu with "Section III. Statement as to Designations" selected. To the right of the dropdown are "Previous" and "Next" buttons. A yellow arrow points down to the "Next" button. On the right side of the page, there is a sidebar with the text "You can also..." followed by "SAVE YOUR WORK, SIGN UP", "ALREADY SIGNED UP? LOG IN", and "More Information". At the bottom of the page, there is a footer with the North Carolina Judicial Branch logo and the text "North Carolina Judicial Branch", "Guide & File FAQs", "Guide & File Support", "Help Topics", and "tyler technologies".

If you forget your password, you will need to request a password reset through Smartsheet – DRC Staff will not have this Information.

The Smartsheet link is universal and is available on the DRC's website and will be in your renewal notice emails.

Reporting Continuing Mediation Education.

Please select your CME for the renewal FY by selecting your course in the drop-down box.

(If you do not recall your course, please review the CME Opportunities link for additional course information.)

If you completed additional courses, please check the “yes” box and enter the requested information. When you are done reporting all courses, check the “no” box under add another course. Click Next.

General Statute Sections - North Carolina Judicial Branch

Interview

Home Start a Filing My Interviews

Select Interview Complete Interview Review Summary Submit Documents

Section IV. Statement as to Continuing Mediator Education

I, the undersigned, affirm that I complied with any and all Continuing Mediator Education (CME) requirements necessary for the renewal of my certification. Specifically, in the past year I completed a total of at least two (2) hours of continuing mediator education (CME) approved by the NCDRC, as set forth below. [NOTE: Approved CME opportunities are listed here.] CME training completed for the FY 2024-25 Renewal Period must have been completed after the mediator submitted their FY 2024-25 Renewal Application.

Please enter the information for the courses you have completed below:

NOTE: If you are currently **INACTIVE** in all DRC mediation programs, please select the "Inactive - Exempt from CME Requirements" option in the "Course Name 1" question below.

Course Name 1: CME Hours 1:

[Select] []

Course information or certificate: Optional

Do you have additional course(s) to add? *

☐ Yes ☒ No

Exit Go to Section IV. Statement as to: Previous Next

North Carolina Judicial Branch

General Statute Sections - North Carolina Judicial Branch

Interview

Home Start a Filing My Interviews

Select Interview Complete Interview Review Summary Submit Documents

Section IV. Statement as to Continuing Mediator Education

I, the undersigned, affirm that I complied with any and all Continuing Mediator Education (CME) requirements necessary for the renewal of my certification. Specifically, in the past year I completed a total of at least two (2) hours of continuing mediator education (CME) approved by the NCDRC, as set forth below. [NOTE: Approved CME opportunities are listed here.] CME training completed for the FY 2024-25 Renewal Period must have been completed after the mediator submitted their FY 2024-25 Renewal Application.

Please enter the information for the courses you have completed below:

NOTE: If you are currently **INACTIVE** in all DRC mediation programs, please select the "Inactive - Exempt from CME Requirements" option in the "Course Name 1" question below.

Course Name 1: CME Hours 1:

Beyond Neutrality Epics []

Course information or certificate: Optional

Do you have additional course(s) to add? *

☒ Yes ☐ No

Course Name 2: CME Hours 2:

Beyond Neutrality Epics []

Course information or certificate: Optional

Do you have additional course(s) to add? *

☒ Yes ☐ No

Exit Go to Section IV. Statement as to: Previous Next

North Carolina Judicial Branch

All NCDRC Certified Mediators are required to complete 2-hours of CME each year.

If you are newly certified in FY24-25, you are not required to report CME for this FY, please select *Inactive – Exempt from CME Requirements*.

If you are a trainer, or have presented a CME, you may select *Mediator Trainer/Instruction* for each hour of instruction, up to 2 hours.

If you are inactive, you are not required to complete annual CME, please select *Inactive – Exempt from CME Requirements*.

**This page is critical.
Please review this page carefully.
If you have any matter to report
under MSC/FFS Rule 8, now is the
time.**

**If all statements are true, select
“yes” to affirm your statements.
Click Next.**

**If you report all statements are
not true, you must provide
relevant documents to
DRCMediators@nccourts.org.**

**Please provide a brief explanation
of what you are reporting under
Rule 8 in the box.**

**If you have already reported a
matter (i.e. a tax lien that remains
pending with documents) to DRC
Staff, please state “Previously
reported lien to DRC staff” in the
Explanation of Statements box.**

Click Next.

**You must re-report any pending
matter!**

The screenshot shows the 'eCourts Interview' interface. The 'Complete Interview' tab is active. Under 'Section V. Affirmation', the text reads: 'I, the undersigned, affirm that: ALL of the above statements are true.' Below this, the 'Yes' radio button is selected, and the 'No' button is unselected. A yellow arrow points to the 'Next' button. On the right, a sidebar offers options like 'SAVE YOUR WORK, SIGN UP' and 'ALREADY SIGNED UP? LOG IN'. The footer includes the 'North Carolina Judicial Branch' logo and 'tyler technologies' branding.

This screenshot shows the same 'eCourts Interview' interface, but with the 'No' radio button selected under 'Section V. Affirmation'. Below the radio buttons, a text area is labeled 'Explanation of Statements That Are Not True As To The Applicant:'. A yellow arrow points to the 'Next' button. The sidebar and footer are identical to the previous screenshot. The browser's taskbar at the bottom shows the date as 6/16/2025.

The fees are automatically calculated based on your selections.

**For a single certification in MSC or FFS, the annual certification renewal fees are \$200.00. If you are dually certified in both MSC and FFS, the annual renewal fees are \$400.00. There is no fee for Clerk renewal. If you are inactive, the fees are 50% of the active fees.
Click Next.**

!!If you are completing this process after the renewal period, October 1st, you will be assessed a \$30.00 late fee!!

The next page will take you to a payment link through [PayIt](#). You MUST open the [PayIt link](#) and manually enter the amount of renewal fees due, along with your credit card or ACH bank account information. There is a \$2.00 transaction fee for paying online, plus a \$1.50 flat fee for ACH or a 1.8% fee of the total amount if paying by credit card.

The screenshot shows the 'Fees' section of the eCourts Guide & File interface. The 'Fees' table lists the following:

| Fee Type | Amount |
|----------------------------|----------|
| Application Processing Fee | \$200.00 |
| Late Fee | \$0.00 |
| Total Amount Due | \$200.00 |

Below the table, there is a 'Go to' dropdown menu set to 'Fees' and a 'Next' button. A yellow arrow points to the 'Next' button. The footer of the page displays 'North Carolina Judicial Branch' and '© 2023 Tyler Technologies, Inc. - Version 2024.1.1.000'.

The screenshot shows the 'Payment' section of the eCourts Guide & File interface. It includes instructions for payment and a 'Total Amount Due' of \$200.00. A yellow arrow points to the 'Next' button. The footer of the page displays 'North Carolina Judicial Branch' and '© 2023 Tyler Technologies, Inc. - Version 2024.1.1.000'.

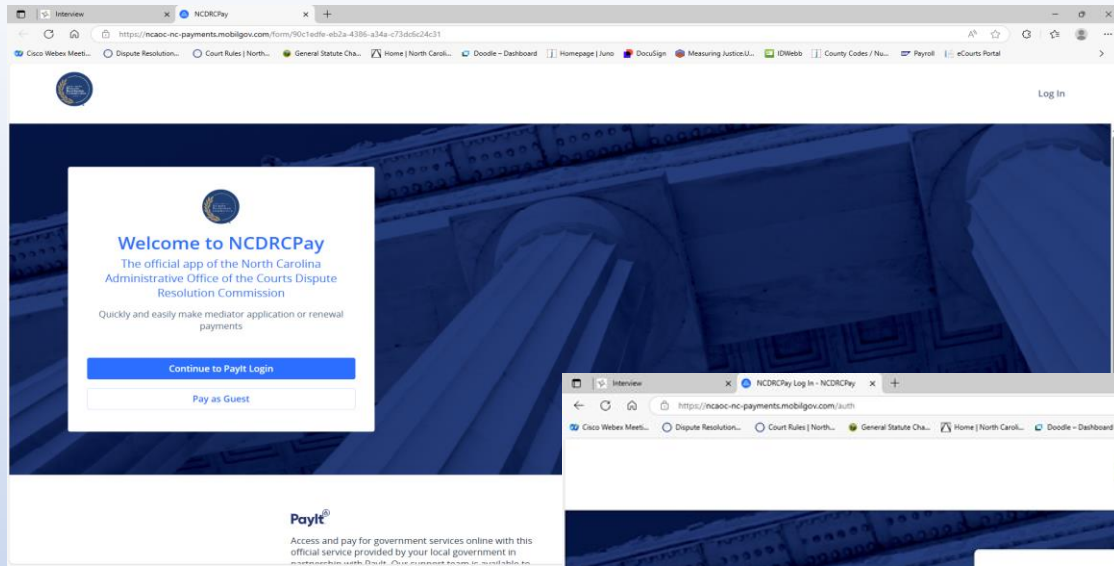
How to download your email to a .pdf document:

In Outlook, click on the email, then click on File in the top left corner of the screen. The drop-down list will show “Save as Adobe PDF”.

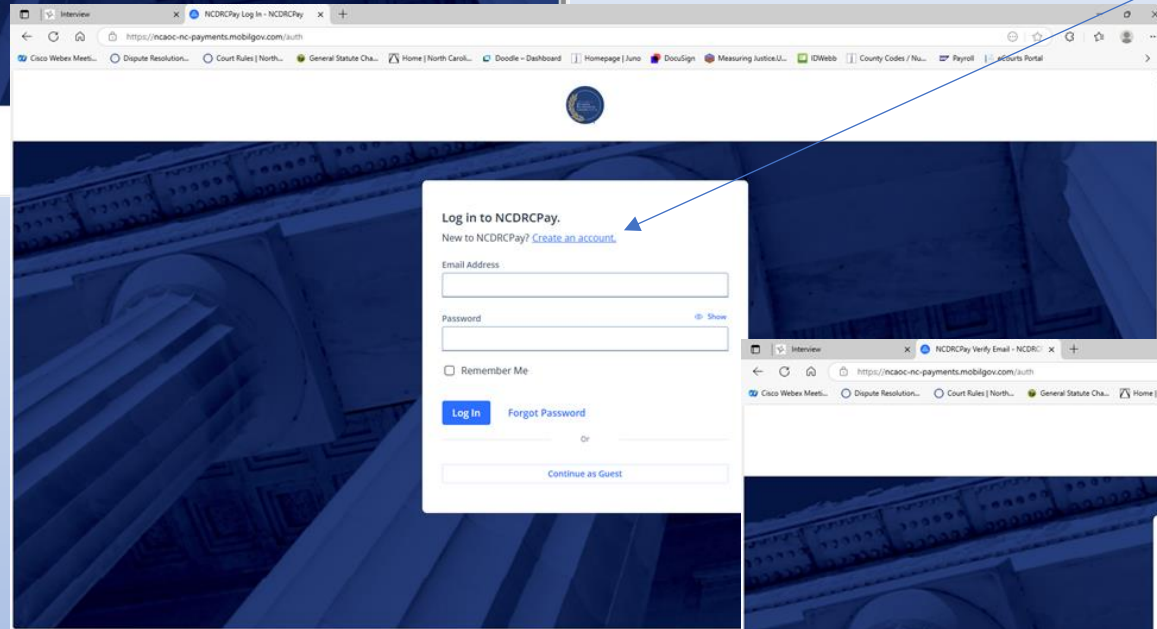
In Gmail or Yahoo, when you open the email look for the printer icon (on the right side of the page). Click on the printer icon and under “Destination” click on “Save as PDF”.

Click the Save button and save the document to your desktop with File Name “Mediator Fees 2025”.

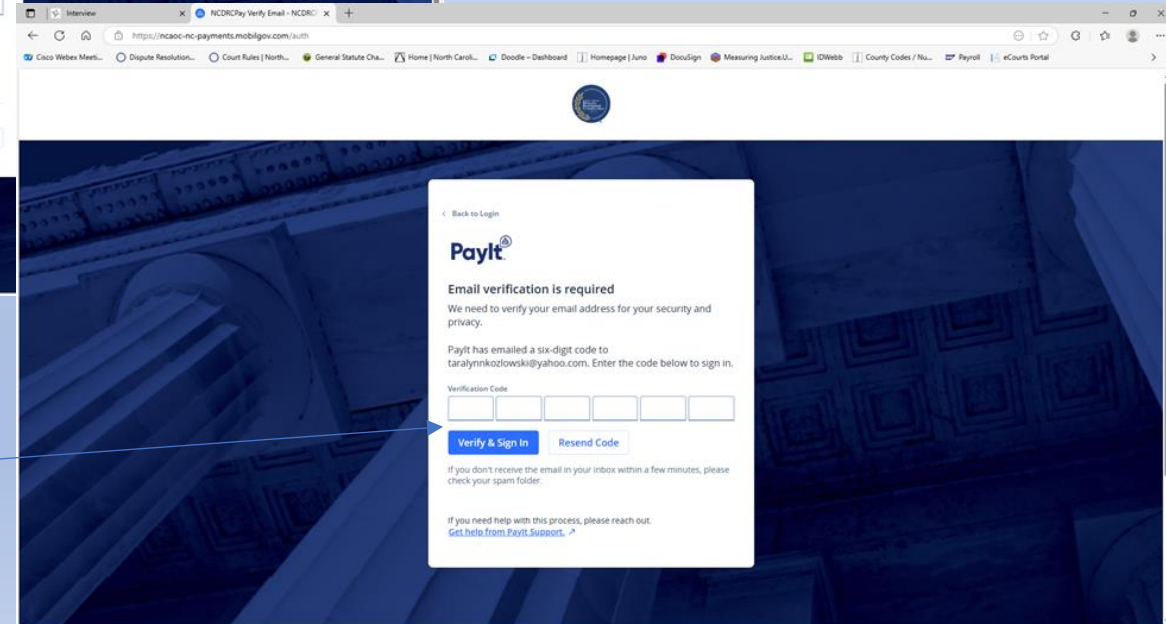
When you return to this screen, simply click the Browse button to search your desktop, and upload the file.



The link will take you to our new payment application, [PayIt](#). Please set up an account by clicking on the Continue to PayIt Login link. Then click on the Create an Account link and enter your email and create a password.



Check your email for the one-time code, enter the numbers into the PayIt Verification Code section. Click Verify & Sign In.



← Return to Agency

NCDRC Mediator Application or Renewal

Please contact the Dispute Resolution Commission with questions at DRCMediators@nccourts.org or 919-890-1415.

Contact Info

Applicant First Name

Applicant Last Name

Email Address

Phone Number

Home: 305-555-5555

Mailing Address

Street

← Return to Agency

NCDRC Mediator Application or Renewal

Please contact the Dispute Resolution Commission with questions at DRCMediators@nccourts.org or 919-890-1415.

Unit (Optional)

City

State

Zip Code

Payment

Payment Amount

← Return to Agency

NCDRC Mediator Application or Renewal

Please contact the Dispute Resolution Commission with questions at DRCMediators@nccourts.org or 919-890-1415.

Unit (Optional)

City

State

Zip Code

Payment

Payment Amount

3. After you have hit enter, wait for the shopping cart to show a number. And click on the cart to add your payment.

1. Enter your contact information, and the payment amount provided on your renewal application. (\$100 for inactive, \$200 for active, \$400 for dual certification, etc.) If you are just paying for one mediator (yourself), hit enter.

2. If a firm is paying for multiple mediator renewal fees, they may click on Add Another to add another mediator to the payment field.

← Return to Agency

NCDRC Mediator Application or Renewal

Please contact the Dispute Resolution Commission with questions at DRCMediators@nccourts.org or 919-890-1415.

Unit (Optional)

City
Apex

State
North Carolina

Zip Code
27523

Payment

Payment Amount
\$ 100.00

Add \$100.00 to Cart Add Another

Your Cart (1)

NCDRC Mediator Renewal Application
Mediator Last Name
Kozlowski
Remove \$100.00

Item(s) Total \$100.00

Continue to Checkout

**The Cart will show the amount
you are paying.
Click Continue to Checkout.**

Your Cart (1)

NCDRC Mediator Renewal Application
Mediator Last Name
Kozlowski
Remove Total: \$100.00

We will send your receipt to the email address below. We will contact you using this information if there is a problem with your transaction.

All fields are required unless specified optional.

Email Address
taralynkozlowski@yahoo.com

Phone Number (optional)

Convenience Fees

We love helping you avoid long lines and removing red tape. However, there is a cost to provide this service to you, which is why you see the convenience fee as part of your total payment. We appreciate you using our app and hope to serve you now and in the future for your government service needs.

Fee Breakdown

| | |
|---------------------|---------------|
| Cart Processing Fee | \$2.00 |
| Total | \$2.00 |

Payment Information

| | |
|-----------------|-----------------|
| Total | \$100.00 |
| Convenience Fee | \$2.00 |
| Processing Fee | \$2.00 |
| Total | \$104.00 |

Payment Method

Apple Pay

Add Payment Card

Link Bank Account

**Please note, there is a
Convenience Fee of \$2.00 per
transaction and processing fee
that will be applied based on your
choice to pay by credit card or
ACH payment.**

A screenshot of a web browser showing the 'Add Payment Card' modal. The modal is titled 'Add Payment Card' and contains several sections: 'Card Info' with fields for Card Holder First Name, Card Holder Last Name, Card Number, Month, Year, and Security Code; 'Billing Address' with fields for Street Address and Unit (Optional); and 'Payment Information' with fields for Subtotal, Convenience Fee, and Processing Fee. There are also buttons for 'Add Payment Card' and 'Link Bank Account'. The background shows a 'Your Cart (1)' summary with a total of \$100.00.

Enter your payment information.

A screenshot of the same web browser showing the 'Pay' button. The modal is now closed, and the 'Pay' button is visible at the bottom right of the 'Your Cart (1)' summary. The button is blue and labeled 'Pay \$103.85'. The background shows the 'Your Cart (1)' summary with a total of \$103.85.

Once all information has been entered, click Pay.

IMPORTANT!!

Your receipt will be sent to your email.

You MUST open your email and save a .pdf copy of the receipt.

Then close out of the PayIt site and return to your renewal application window so you can upload your payment receipt into your renewal application. See next slide.

Your application will not be processed without this information.

The fees are automatically calculated based on your selections. For a single certification in MSC or FFS, the annual certification renewal fees are \$200.00. If you are dually certified in both MSC and FFS, the annual renewal fees are \$400.00. There is no fee for Clerk renewal. If you are inactive, the fees are 50% of the active fees.

!!If you are completing this process after the renewal period, October 1st, you will be assessed a \$30.00 late fee!!

After you complete your payment in PayIt you will receive an email receipt. You MUST download the email receipt into .pdf format and upload the .pdf receipt on this page to show proof of payment. Please ensure the .pdf saved correctly before uploading. Click Next.

How to download your email to a .pdf document:

In Outlook, click on the email, then click on File in the top left corner of the screen. The drop-down list will show “Save as Adobe PDF”.

In Gmail or Yahoo, when you open the email look for the printer icon (on the right side of the page). Click on the printer icon and under “Destination” click on “Save as PDF”.

Click the Save button and save the document to your desktop with File Name “Mediator Fees 2025”.

When you return to this screen, simply click the Browse button to search your desktop, and upload the file.

The screenshot displays the eCourts North Carolina Judicial Branch payment interface. The main content area is titled 'Payment' and includes instructions for using the PayIt system. A blue arrow points from the text 'Please ensure the .pdf saved correctly before uploading.' to the 'Choose File' button in the 'Please upload your payment receipt' section. The footer features the North Carolina Judicial Branch logo and the Tyler Technologies logo.

Please read this section carefully.

Please complete your mediator profile and your district designations *after your renewal application has been approved by the DRC*. Please click on the Mediator Profile Smartsheet link to access your mediator profile.

You must check the two boxes at the bottom of the screen and type your full name.
Click Next.

Interview

https://efilenc-test.tylertech.cloud/SRL/SRL/ExecuteInterview

Cisco Webex Meet... Dispute Resolution... Court Rules | North... General Statute Cha... Home | North Caroli... Doodle - Dashboard Homepage | Juno DocuSign Measuring Justice.U... IDWebb County Codes / Nu... Payroll eCourts Portal

eCourts Guide&File THIS SITE IS FOR TESTING ONLY AND IS NOT MONITORED English

Interview Home Start a Filing My Interviews

Section VI. Certification by Applicant

By signing below, I, the undersigned, affirm that I have given true, accurate, and complete information in this Application For Mediator Certification Renewal. **NOTE:** Before you submit this filing you will need to have used the application at <https://app-smartsheet.com/dynamicview/Views/94a6bc2c-7642-4cdd-916e-a844ca325ac> to designate the judicial districts and/or counties in which you are willing to accept court appointments to mediate, the judicial districts and/or counties in which you are willing to be selected by parties to mediate, and the specific attendance method(s) by which you will be available to conduct mediations.

The Supreme Court rules require all certified mediators to annually redesignate districts/counties in which they wish to be available to receive court/clerk appointments to mediate (MSC Rule 2(b), FFS Rule 2(b), Clerk Rule 2(b)).

On October 1st, the Commission will delete all court-appointed districts/counties designated by you during previous years and substitute those designated during this renewal period. YOUR DESIGNATIONS WILL NOT AUTOMATICALLY CARRY-OVER. IF YOU FAIL TO DESIGNATE, YOU WILL NOT RECEIVE COURT APPOINTMENTS.

A designation of a district shall be deemed to be a representation that you have read and will abide by the local rules for, and will accept appointments from, the designated district and will not charge for travel time and expenses incurred in carrying out your duties associated with those appointments. A refusal to accept an appointment in a district/county designated by you may be grounds for your removal from the list of certified mediators available for court appointment in that district/county.

The renewal process is not complete until you have successfully submitted your completed online renewal application and your payment has been received. If you answered "NOT ALL of the above statements are true as to me" in Section V above, you must have also supplied an explanation to the Dispute Resolution Commission, providing copies of all relevant documents.

PLEASE ENSURE YOU HAVE ADVISED THE DRC OF ALL CURRENT OR PENDING DISCIPLINARY ACTIONS, INVESTIGATIONS, COMPLAINTS, GREIVANCES, OR MORAL/ETHICAL ISSUES SINCE YOUR LAST RENEWAL.

You have finished all the questions in this interview.

Your answers from the interview will be used to fill in the applicable application(s) for certification.

Your form(s) will now be electronically signed.

Important! If you need to change your answers, you can click [Previous](#) below or [Go to the page](#).

By signing below, you agree to the following:

- ☒ I will review my forms carefully to make sure that the information on them is true to the best of my knowledge, information, and belief.
- ☒ I declare under the penalty of perjury that the information provided in this interview to fill in the application(s) is true and correct.

Tara L. Kozlowski

Exit Go to Section VI. Certification by

Previous Next

North Carolina Judicial Branch

[Guide & File FAQs](#) | [Guide & File Support](#) | [Help Topics](#)

You can also...

SAVE YOUR WORK. SIGN UP

ALREADY SIGNED UP? LOG IN

Information & Resources

- [Find My Courthouse](#)
- [Find An Attorney](#)
- [Ask for Non-Profit Legal Help](#)
- [Legal Glossary of Terms](#)

Please read this section carefully.

Please complete your mediator profile and your district designations *after your renewal application has been approved by the DRC*. Please click on the Mediator Profile Smartsheet link to access your mediator profile.

Homepage | Juno

Interview

https://northcarolina.tylertech.cloud/SRL/SRL/ExecuteInterview

Cisco Webex Meeti...
Dispute Resolution...
Court Rules | North...
General Statute Cha...
Home | North Caroli...
Doodle – Dashboard
Homepage | Juno
DocuSign
Measuring Justice.U...
IDWebb
County Codes / Nu...
Payroll
eCourts Portal

English (United States)

InterviewHomeStart a FilingMy Interviews

Select InterviewComplete InterviewReview SummarySubmit Documents

Next Steps

By clicking on the "Submit" button below, I certify that I have given true, accurate, and complete information on this Mediator Certification Renewal Application.

Upon receiving notification from the DRC that your application has been accepted, please navigate to the Smartsheet application to complete your [Mediator Profile](#). Failure to complete this step may result in not receiving assignments or being involuntarily moved to inactive status. **Please note:** If this is your first time accessing the new mediator profile, you will need to register for an account on the Smartsheet website using the same email address associated with your mediator application.

Program rules require all certified mediators to annually re-designate districts/counties in which they wish to be available to receive court/clerk appointments to mediate (MSC Rule 2(b), FFS Rule 2(b), Clerk Rule 2(b)).

A designation of a district shall be deemed to be a representation that you have read and will abide by the local rules for, and will accept appointments from, the designated district and will not charge for travel time and expenses incurred in carrying out your duties associated with those appointments. A refusal to accept an appointment in a district/county designated by you may be grounds for your removal from the list of certified mediators available for court appointment in that district/county.

Thank you for submitting your online Mediator Certification Renewal Application. The Commission is pleased that you have elected to continue your service to the courts and citizens of North Carolina.

NOTE: By clicking the "Submit" button your mediator renewal information will be submitted for approval. After it is approved, your information will be updated and you will receive an email confirmation. Attached to the confirmation email will be your mediator certificate(s) for FY 2025-26, which you can download and print. YOU WILL NOT RECEIVE A LETTER OR STICKER(S).

At the end of the interview, you will get:

- Your completed application form(s).
- The ability to download/print any supplemental documentation you uploaded.

Print/Download and read all documents.

Click **Next** to continue.

Exit

Go to

Next Steps

Previous

Next

You can also...

SAVE YOUR WORK. SIGN UP

ALREADY SIGNED UP? LOG IN

Information & Resources


Information and Resources

Find My Courthouse

Find An Attorney

Ask for Non-Profit Legal Help

Legal Glossary of Terms

North Carolina Judicial Branch

[Guide & File FAQs](#) | [Guide & File Support](#) | [Help Topics](#)

You will then be guided through a survey regarding your interview experience. Please take a moment to complete the survey so we may continue to improve this process!

THIS IS NOT THE END OF THE RENEWAL APPLICATION PROCESS!

Homepage | Juno

Interview

https://northcarolina.tylertech.cloud/SRL/SRL/ExecuteInterview

Cisco Webex Meeti... | Dispute Resolution... | Court Rules | North... | General Statute Cha... | Home | North Carol... | Doodle - Dashboard | Homepage | Juno | DocuSign | Measuring Justice.U... | IDWebb | County Codes / Nu... | Payroll | eCourts Portal

English (United States)

Interview | Home | Start a Filing | My Interviews

Select Interview | Complete Interview | Review Summary | Submit Documents

Survey

North Carolina Guide & File Survey

Your answers will help improve the interview process.

Your answers are completely anonymous and cannot be associated with your name or case.

1. Which interview did you use? *

2. Are you a first time user? *

☐ Yes ☐ No

To proceed, please click *Save Survey* on your survey before clicking *Next* below.

Exit | Go to Survey | Previous | Next

You can also...

SAVE YOUR WORK. SIGN UP

ALREADY SIGNED UP? LOG IN

Information & Resources


Information and Resources

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Legal Glossary of Terms



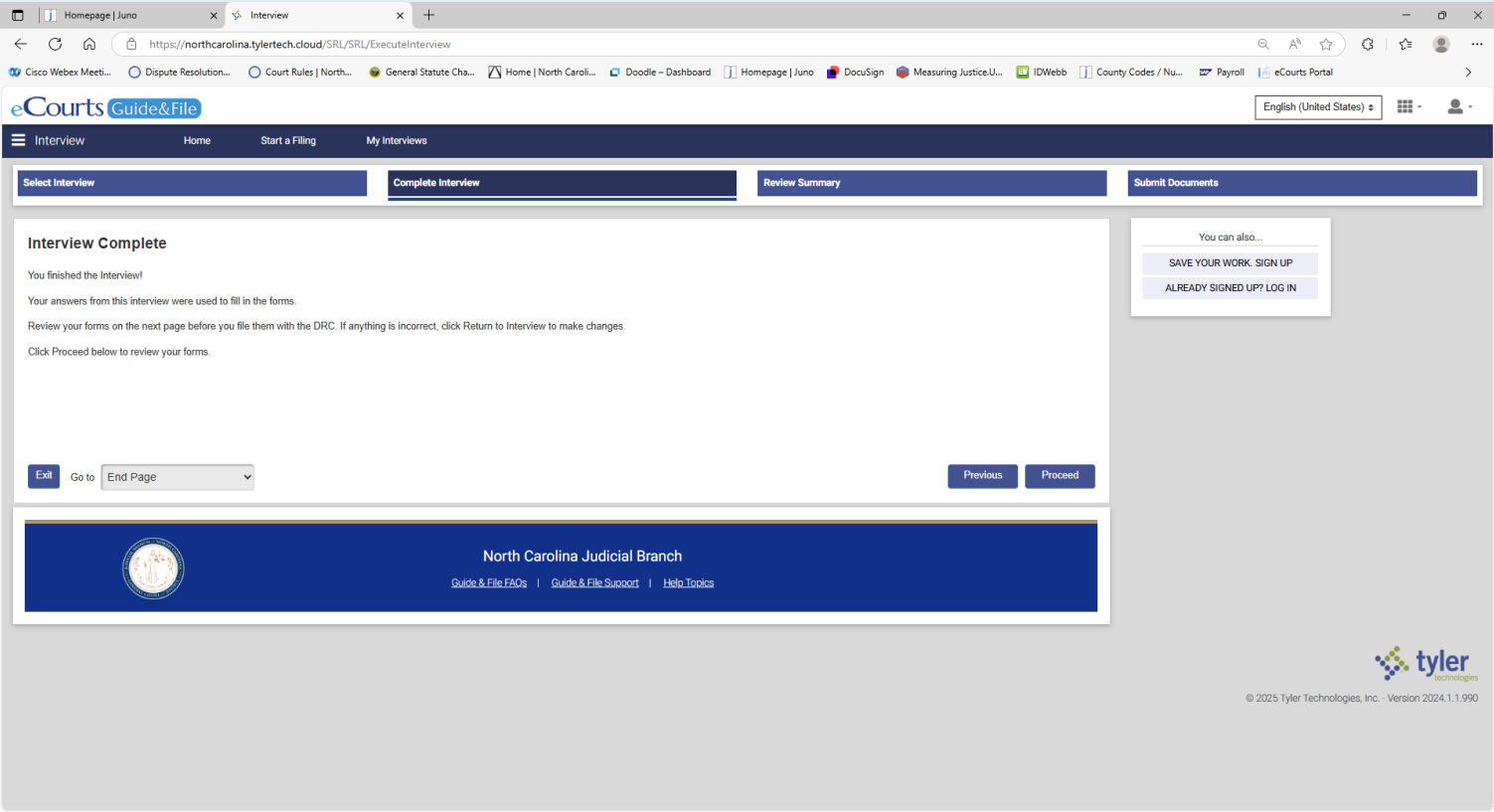
North Carolina Judicial Branch

[Guide & File FAQs](#) | [Guide & File Support](#) | [Help Topics](#)

YOUR RENEWAL APPLICATION IS NOT COMPLETE!!!

The interview process (fill in the blank section of the form) is complete.

**Please review this page.
Click Proceed.**



Review and Download

To move through to the next step, *you are required to view each document to ensure accuracy.* You may also download the documents to save a copy for your own records.

Please note, you will see a **DRAFT Certificate** attached for your review, if you are an active mediator and your application is approved, you will receive a signed Certificate via email.

Please scroll down the page and click to the right of each document to view before proceeding.
Click Submit.

The screenshot displays the 'Review Summary' page on the eCourts Guide&File portal. The page is divided into several sections:

- 1. REVIEW YOUR DOCUMENTS:** Instructions to review documents and use the 'Return to Interview' button if changes are needed.
- 2. IF FILING IN-PERSON or BY MAIL:** Instructions to print or download documents and read 'Next Steps' for more information.
- 3. IF FILING ELECTRONICALLY:** Instructions to print or download documents, complete steps to file electronically, and read 'Next Steps' for more information.
- 4. PROTECT YOUR PERSONAL INFORMATION:** A warning to sign out and close the browser window before leaving the computer.

Below the instructions, there is a 'Party Information' table:

| Name | Party Type |
|-------------------|------------|
| Tara L. Kozlowski | Applicant |

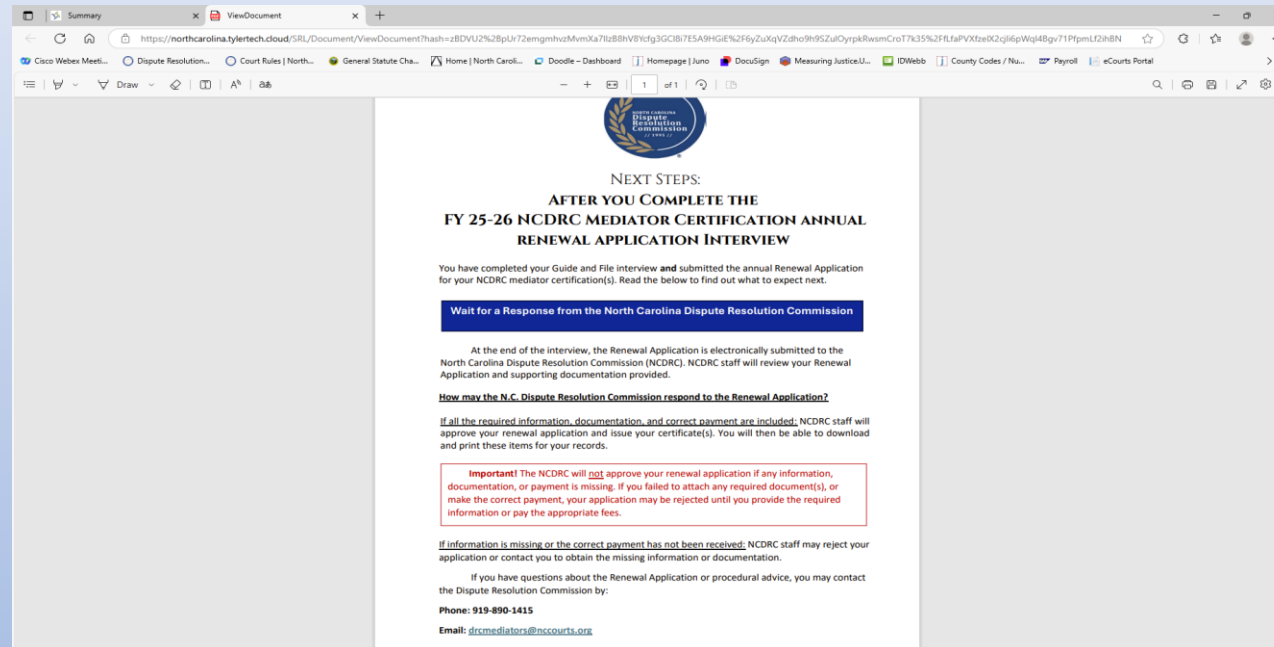
Below the party information, there is a 'Documents' table:

| Document Name | Actions | Reviewed |
|---|-----------|----------|
| AOC DR-24 - Application for Mediator Certification Renewal Document | Select... | |
| FFS Renewal Certificate Document | Select... | |
| Next Steps - DR-24 Mediator Renewal Document | Select... | |

At the bottom of the page, there is a message: 'In order to continue and submit, you will now be required to register or log in with an account. Choose either 'Log In Now' or 'Register Now' below to continue.'

Navigation buttons at the bottom include: EXIT, RETURN TO INTERVIEW, REGISTER NOW, and LOG IN NOW.

The Next Steps page is on the page where you may review your documents. Please read this carefully and let DRC Staff know if you have any questions.



If you have a firm account through File & Serve, you will be prompted to select your name from the attorney list provided in the drop-down menu and continue.

Congratulations! You have completed your FY 25-26 DRC Certification Renewal Application. Please read this carefully and let DRC Staff know if you have any questions.

Please take note of your envelope number. DRC Staff will need this number if you have any questions about the status of your application prior to approval. Please include this number when sending DRC Staff any documents or information related to your application.

The screenshot displays the 'eCourts Guide & File' web application. The browser address bar shows the URL: <https://northcarolina.tyler tech.cloud/SRL/SRL/EFileComplete>. The page has a dark blue header with navigation links: 'Home', 'Start a Filing', and 'My Interviews'. Below the header, there are four tabs: 'Select Interview', 'Complete Interview', 'Review Summary', and 'Submit Documents'. The 'Complete Interview' tab is active, showing a light blue box with the text: 'Your envelope number is 3100719.' Below this, there are two bullet points: 'Your forms have been sent to the court electronically for review.' and 'You will get an email confirming that the court got your forms. The email has links to the forms you e-filed. If you don't see the email, check your Junk or Spam email folder.' Under the heading 'Next Steps:', there are three bullet points: 'If the court ACCEPTS your forms, you will get an email saying your forms were accepted.', 'If the court REJECTS your forms, you will get an email telling you what is wrong. You can come back to Guide & File to fix your forms and re-send them to the court.', and 'To learn how to get to your forms again, [click here](#).' A red warning message states: 'If you are using a shared computer or device, log out of this site and close the internet browser to protect your personal information.' At the bottom of the main content area, there are two buttons: 'EXIT' and 'PRINT CONFIRMATION'. On the right side, there is a 'LINKS' section with icons and text for 'Find My Court Date', 'Find My Courthouse', 'Find An Attorney', 'Explore Services', 'Going To Court', and 'Need an Interpreter?'. Below the links is a 'CONNECT WITH US' section with social media icons for Facebook, LinkedIn, Twitter, and YouTube. The footer of the page features the North Carolina Judicial Branch logo and the text 'North Carolina Judicial Branch' with links to 'Guide & File FAQs', 'Guide & File Support', and 'Help Topics'. The Tyler Technologies logo is in the bottom right corner, along with the copyright notice: '© 2025 Tyler Technologies, Inc. - Version 2024.1.1.990'.

DRC staff will review all completed renewal applications. Once staff has determined that all renewal requirements have been satisfied, and the proper annual fee has been collected, you will receive notice of your approval. Your annual certificate will be sent to you via email. If your application is missing any information or payment, we will contact you via email.

Please reach out to DRC staff with any questions.

919-890-1415

DRCMediators@nccourts.org