

# Supreme Court of Florida

No. AOSC14-64

IN RE: PARENTING COORDINATOR APPLICATION FORM  
AND TRAINING STANDARDS

## ADMINISTRATIVE ORDER

In In re Report of the Family Court Steering Committee, 794 So. 2d 518, 522 (Fla. 2001), this Court adopted a guiding principle encouraging a family court process to “empower families through skills development, assist them to resolve their own disputes, provide access to appropriate services, and offer a variety of dispute resolution forums where the family can resolve problems without additional emotional trauma.” One form of dispute resolution that has been very successful in the State of Florida in family cases is mediation. Mediation is but one form of dispute resolution that is available. The Florida Legislature, in adopting section 61.125, Florida Statutes, and this Court recognize parenting coordination as another viable method of dispute resolution in the family arena

and, as such, helps fulfill the court system’s vision of supporting “a variety of dispute resolution forums.”<sup>1</sup>

Section 61.125 Florida Statutes, became effective on October 1, 2009, and provides for the parenting coordination process. Subsection 61.125(1), Florida Statutes, defines the purpose of parenting coordination as follows:

[T]o provide a child-focused alternative dispute resolution process whereby a parenting coordinator assists the parents in creating or implementing a parenting plan by facilitating the resolution of disputes between the parents by providing education, making recommendations, and, with the prior approval of the parents and the court, making limited decisions within the scope of the court's order of referral.

Section 61.125, Florida Statutes, establishes the standards for the referral of cases to parenting coordinators by the court, qualifications for and disqualifications of parenting coordinators, fees, confidentiality of the process, emergency situation reporting requirements, and liability limitations of parenting coordinators.

Implementation of the statute on a statewide, uniform basis is vital to ensure the quality of both parenting coordinators and the parenting coordination process.

The Committee on Alternative Dispute Resolution Rules and Policy (Committee), through its Joint Parenting Coordination Subcommittee, considered and reviewed the parenting coordination statute and received input from parenting coordination training providers, approved parenting coordinators, and subject

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1. Long-Range Strategic Plan for the Florida Judicial Branch, p. 1 (2009), The Florida Supreme Court Task Force on Judicial Branch Planning; available at [http://www.flcourts.org/gen\\_public/stratplan/2009LongRangePlanMain.shtml](http://www.flcourts.org/gen_public/stratplan/2009LongRangePlanMain.shtml).

matters specialists. The Committee recommended the adoption of the attached Parenting Coordination Training Standards. The Supreme Court concurs and adopts the recommendations of the Committee with regard to statewide uniform promulgation of parenting coordination training standards. Accordingly, this administrative order hereby establishes the following administrative procedures:

**A. Administrative Responsibility**

Administrative responsibility for the implementation of section 61.125, Florida Statutes, and its attendant rules, qualifications and procedures, and this administrative order shall be placed with the chief judge or his/her designee in each circuit or with the Florida Dispute Resolution Center of the Office of the State Courts Administrator (DRC) as further outlined in this administrative order or in any Supreme Court opinions that may be issued. It is the intention of this Court that such implementation shall be uniform throughout the state. This uniformity shall be accomplished through the use of standardized processes, procedures, and forms.

**B. Qualifications and Disqualifications**

Parenting coordinators shall be qualified and disqualified pursuant to subsections 61.125(4) and (5), Florida Statutes, as follows:

1. The chief judge or designee(s) in each judicial circuit shall review each application and determine which individuals applying to serve as parenting coordinators meet the qualifications under section 61.125,

Florida Statutes, to be included on the roster of qualified parenting coordinators of that circuit.

2. Each judicial circuit may conduct a criminal background investigation and make inquiries necessary to verify an applicant's eligibility to be included on the roster.
3. The chief judge or designee(s) in each judicial circuit shall establish a process to periodically review whether a parenting coordinator continues to be qualified and shall remove a parenting coordinator immediately from the roster if the coordinator is no longer qualified.
4. Any appeal pertaining to a parenting coordinator's inclusion on or removal from the roster shall be heard and decided by the chief judge or designee(s) in that judicial circuit, whose decision shall be final.
5. A uniform statewide parenting coordination application form is adopted and attached hereto. This application form shall be used in every circuit.

### **C. Training**

To ensure that all parenting coordinator training courses meet the requirements of section 61.125, Florida Statutes, and qualify pursuant to the Parenting Coordination Training Standards attached hereto, the DRC shall be responsible for the review and approval of all parenting coordination training programs. Trainers desiring to offer parenting coordination training must submit

their program to the DRC for approval. The DRC shall be responsible for monitoring compliance with the standards and maintaining appropriate records on approved parenting coordination training programs, including approved materials, agenda, application, trainer resumes, and any changes submitted. The Committee is directed to periodically review the training program standards and recommend amendments to this Court, as appropriate.

An exception to the requirement that a parenting coordinator take an approved training will be granted to those individuals who have completed a parenting coordination training course and are currently qualified by a court since the 2009 adoption of section 61.125, Florida Statutes, and who re-apply to be qualified on or before December 31, 2014.

**D. Roster of Parenting Coordinators**

Each judicial circuit shall establish and maintain a roster of parenting coordinators from which the court may appoint a qualified parenting coordinator. Chief judges or their designee(s) shall not institute additional requirements to be on a circuit's roster other than those listed in section 61.125, Florida Statutes, and this administrative order.

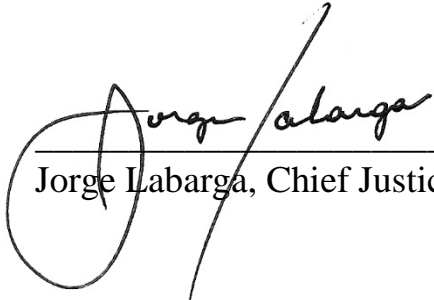
**E. Application Form**

The standardized application form that shall be used by each judicial circuit for parenting coordinators who wish to apply to be qualified as a parenting


coordinator by the chief judge of the judicial circuit is attached to this administrative order.

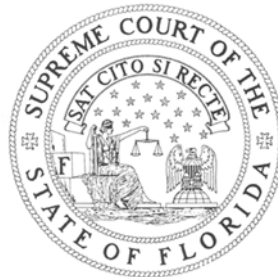
The responsibility for the implementation and qualification procedures and use of the form contained in this administrative order, as well as the attached Parenting Coordination Training Standards, are hereby adopted, incorporated herein by reference, and shall be effective upon the signing of this order.

DONE AND ORDERED at Tallahassee, Florida, on November 14, 2014.

  
\_\_\_\_\_  
Jorge Labarga, Chief Justice

ATTEST:

  
\_\_\_\_\_  
John A. Tomasino, Clerk of Court



## Parenting Coordination Training Standards

In order to attain the goal of ensuring a high level of proficiency in the performance of parenting coordinators, the following training standards have been developed. These standards contain two components, the first is how the training should be conducted and the second are the learning objectives.

### **PART I**

#### **TRAINING PROCEDURES**

#### **1. Training parameters (length of complete training program required is at least 28 hours which cover the modules as described below, span of training program, breaks for participants, student-faculty ratio)**

(a) Length of Training.

(1) The total amount of instruction required for a complete parent coordination training shall be 28 hours of parenting coordination training, including four hours of domestic violence training.

A minimum of 24 instructional hours shall be dedicated to parenting coordination concepts and ethics, family systems theory and application, family dynamics in separation and divorce, child and adolescent development, the parenting coordination process, parenting coordination techniques and Florida family law and procedure. A minimum of four hours of instruction on domestic violence relating to the parenting coordination process shall be offered in addition to and as a compliment to the 24 hour parent coordination training.

(2) An instructional hour is defined as 50 minutes.

(b) Trainers should provide appropriate breaks during their training sessions which should be in addition to the number of required hours for training.

(c) Class size should be limited to 50 participants.

## **2. Training methodology (lecture, group discussion, written exercises including development of a parenting plan, parenting coordination simulations and role plays)**

(a) Pedagogy. A complete parenting coordination training program should include, but is not limited to, the following: lecture, group discussion, written exercises, simulations and role plays. In addition, readings should be provided by the trainer to supplement the training.

(b) Role Play Requirements.

(1) At a minimum, every participant should participate in a role play of a parenting coordination session for no less than 50 minutes. The role play should be practical in time and scope.

(2) At the conclusion of each role play, time should be allocated for oral or written feedback to the participants.

(c) Written Exercises. A participant should be required to write a parenting plan based upon a fact pattern and material presented in the course. Prior to the conclusion of the training, course participants should receive feedback either individually or via group discussion of the written exercises.

(d) Simulation. A complete parenting coordination training should present a role play simulation of a parenting coordination session (either live or by video) prior to the participant's role play experience.

(e) Ethics.

(1) A complete parenting coordination training program should review parenting coordination ethics for at least two hours which should include application of Rules for Qualified and Court Appointed Parenting Coordinators.

(2) In addition, parenting coordinator ethics should be woven throughout the program.



### **3. Primary trainer qualifications**

(a) Primary Trainer. A primary trainer should demonstrate the following qualifications:

(1) Parent Coordination Training Received: Successful completion of a complete parenting coordination training that is the equivalent of a parenting coordination training taught in accordance with Florida standards for a complete parenting coordination training.

(2) Parent Coordinator Qualifications: Be a qualified parenting coordinator in accordance with section 61.125, Florida Statutes, be licensed as a mental health professional under chapter 490 or chapter 491 or be licensed as a physician under chapter 458, with certification by the American Board of Psychiatry and Neurology or be a member in good standing of The Florida Bar.

(3) Parent Coordination Experience: Participation in a minimum of five parent coordination cases, of at least six months duration, with a minimum of two active cases within the last two years.

(4) Continuing Education: A parenting coordination trainer should complete a sufficient amount of continuing education in order to be current with rules, statutes and research applicable to parenting coordination.

(b) A primary trainer should be present throughout the entire course.

### **4. Use of guest lecturers (such as attorneys, judges, mediators, mental health professionals, and guardians ad litem, including qualifications of presenters)**

(a) A guest lecturer should have a substantial part of his or her professional practice in the area about which the specialist is lecturing and should have the ability to connect his or her area of expertise with the parenting coordination process.

(b) Lectures on Florida family law should be presented by a member of The Florida Bar with family law experience.

(c) Lectures on family dynamics in separation and divorce and child and adolescent development should be presented by a mental health professionals licensed pursuant to chapters 490, 491, 458, Florida Statutes.

## **5. Completion of training and evaluation of students**

(a) Participants should complete the 28 hour parenting coordination training requirement by physically attending one entire live training program.

(b) The primary trainer is responsible for ensuring that the integrity of each portion of the program is not compromised.

(c) A training program should provide, at the conclusion of the training, written documentation of completion to participants who successfully complete the program.

## **6. Records retention policy**

The primary trainer should be responsible for maintaining records of those who completed the program for no less than five years.

## **7. Program evaluation**

At the completion of the course, each participant should complete a course evaluation which should be reviewed by the trainer as part of quality assurance.

## **8. Course content requirements**

(a) Learning Objectives. A complete parenting coordination training should incorporate the learning objectives contained in Part II.

(b) Required Training Materials. At a minimum, trainers should provide each of the participants with the following written materials:

(1) An agenda annotated with the learning objectives to be covered in each section;

(2) Trainers should provide a training manual that includes the following required readings in their current forms:

- (A) Section 61.125, Florida Statutes;
- (B) Section 61.13001, Florida Statutes;
- (C) Sections 741.28-30, Florida Statutes;
- (D) Section 39.201-206, Florida Statutes;
- (E) Section 415.1034, Florida Statutes;
- (F) Any Florida Family Law Rule of Procedure currently identified as 12.742;
- (G) All approved Florida Family Law Forms relevant to parenting coordination;
- (H) An exercise for creating or modifying a parenting plan or intervention strategy;
- (I) Role play simulation materials;
- (J) Rules for Qualified and Court Appointed Parenting Coordinators; and
- (K) Most recent Parenting Coordinator Qualifications Administrative Order adopted by the chief justice.

(3) Required Readings. Time spent on reading required materials should not count toward the required number of hours of training. Trainers should incorporate some method of ensuring that the required readings are completed.

## **PART II**

### **LEARNING OBJECTIVES**

#### **1. Parenting Coordination Concepts and Ethics**

- (a) Define parenting coordination as an alternative dispute resolution (ADR) process and potential benefits for families and courts.
- (b) Identify the statutory definition for parent coordination in chapter 61, Florida Statutes and the applicable Family Law Rules of Procedure.
- (c) Discuss the source of authority and appropriate activities for a parenting coordinator.
- (d) Identify statutory qualifications for parenting coordinators.
- (e) Identify the three core knowledge bases from which parenting coordination draws: legal, mental health, and conflict resolution.
- (f) Explain how to integrate the three core knowledge bases with the five applicable skill sets: mediator, therapist/counselor, evaluator, educator, and case manager.
- (g) Describe the roles and functions of a parenting coordinator.
- (h) Identify how the role of a parenting coordinator differs from other types of professional services that may be utilized by parents in conflict, such as legal services, mediation, custody evaluation, divorce coaching, marriage and family counseling, couples' therapy, or parenting education.
- (i) Describe potential ethical dilemmas that may confront a parenting coordinator and how to avoid or resolve them.
- (j) Describe a parenting coordinator's responsibilities to the participants.
- (k) Identify the professional guidelines and standards that direct the practice of parenting coordination.

(1) Discuss the interplay between parenting coordination guidelines and other professional practice guidelines relevant to the practice of parenting coordination.

## **2. The Parenting Coordination Process**

(a) Identify elements that need to be included in a written agreement between the parties and the parenting coordinator that describe the parenting coordinator's services.

(b) Explain how to structure the parenting coordination process including, but not limited to:

(1) Conducting an orientation for the purpose of reviewing the order of referral, explaining the process and in person explaining the concepts which must be disclosed in writing to the parties;

(2) A written acknowledgment by the parties that the parenting coordinator, in person, reviewed the terms of the Order of Referral, described the process and the role of the parenting coordinator, and informed the participants in writing of the concepts which must be disclosed in writing to the parties;

(3) Scheduling, duration, format, and frequency of subsequent sessions;

(4) Setting and maintaining rules of engagement during the process;

(5) Reviewing how communication will take place;

(6) Discussing record and document maintenance;

(7) Reviewing the typical interactions of a parent coordinator with others involved in the parent coordination process;

(8) Discussing if a child will be interviewed as a part of the parent coordination process;

(9) Reviewing how the parenting coordinator will interface with the court;

(10) Discussing the process by which the services of a parent coordinator are terminated or concluded; and

(11) Discuss the involvement of other professionals.

(c) Describe characteristics that may enhance or undermine the effectiveness of the parenting coordination process including, but not limited to: building rapport, establishing trust, setting a cooperative tone, objective listening and questioning, empowering the parties, remaining neutral in all interactions, modeling a non-judgmental attitude, and increasing parenting competence.

(d) Explain socio-economic, cultural, racial, ethnic, language, age, gender, religious, sexual orientation, and disability issues in which may arise and affect the parties' negotiation styles, ability and/or willingness to engage in the parenting coordination process.

(e) Identify the requirements of the Americans with Disabilities Act (ADA) and describe strategies for handling situations when faced with disability issues or special needs.

(f) Explain the prohibition against unfair influence, sexual harassment and the unique influence the parenting coordinator has over the parties given their role and the length of time he or she may be involved in the case.

### **3. Family Dynamics in Separation and Divorce**

(a) Describe the stages of post-separation and divorce adjustment on families and how these stages apply to parents who were never married.

(b) Explain the psychological issues in separation and divorce and the impact on parenting abilities.

(c) List impasse styles of co-parent interaction patterns that hinder conflict resolution.

(d) Compare conflict management styles of co-parents and appropriate interventions to reduce conflict.

- (e) Identify parenting styles and the impact those styles have on outcomes for a child and adolescent.
- (f) Identify characteristics of high conflict parents and interventions to reduce conflict.
- (g) List the effects of extended family members and significant others on the family systems and the parenting coordination process.

#### **4. Family Systems Theory and Application**

- (a) Explain relevant psychological theories and social science research applicable to professional interventions for a family.
- (b) Define family systems theory and illustrate application to the parenting coordination process.
- (c) Identify patterns of interaction and communication among high conflict parents and appropriate interventions.
- (d) Identify the type of parenting disputes that arise and require resolution.
- (e) Demonstrate competence in facilitating discussion between parents about a child's needs and parenting priorities.
- (f) Develop methods to improve communication between parents.
- (g) Explain process for obtaining information to facilitate resolution of disputes as they arise.
- (h) Describe methods to encourage compliance with court orders.

#### **5. Child and Adolescent Development**

- (a) Identify and explain a child's developmental needs and the impact on time-sharing arrangements and parental responsibilities.
- (b) Identify and explain an adolescent's developmental needs and the impact on time-sharing arrangements and parental responsibilities.

(c) Create and/or modify a parenting plan taking into consideration parenting abilities, a child's and adolescent's needs, and the ideal integration of these elements to meet the best interests of children.

(d) Select parenting plan elements that address different family circumstances including, but not limited to: geographic distance, safety focused parameters, high conflict elements, and special needs of family members.

## **6. Parenting Coordination Techniques**

(a) Identify characteristics of individuals who may not be appropriate to participate in the parenting coordination process.

(b) Review procedures to identify high risk factors in parents including, but not limited to:

(1) Screening for substance abuse, dependence, addiction and impact on parenting;

(2) Screening for domestic violence and child abuse/neglect;

(3) Screening for mental illness or impairment that may impact parenting ability; and

(4) Screening for any other factors which may place parents or children at risk for harm.

(c) Discuss the risk factors and implications of different types of abuse (i.e. domestic violence, substance abuse, child abuse, sexual abuse).

(d) Discuss appropriate safety interventions when confronted with domestic, substance, child and/or sexual abuse.

(e) Describe concepts of co-parenting and shared parental responsibilities.

(f) Develop strategies for intervention with parents including goals and time frames.



- (g) List different types of co-parenting arrangements (i.e. parallel, disengaged, mixed model, etc.) and their applicability based on co-parenting factors.
- (h) Explain the concept of a support team for parents (professional and/or non-professional) including when and how to use outside experts and support resources effectively.
- (i) Identify the concept of intractable conflict and discuss how to transform it into a framework more suitable for resolution of conflicts.
- (j) Explain parenting plan agreements and how to memorialize agreements between the parties.
- (k) Explain procedure for having agreements ratified and incorporated as an order of the court.

## **7. Florida Family Law and Procedure**

- (a) Describe a parent coordinator's responsibilities to the court.
- (b) Demonstrate knowledge of Florida Statutes and Florida Family Law Rules of Procedure as it pertains to the parenting coordination process.
- (c) Explain confidentiality as it applies to the parenting coordination process as well as be able to identify the exceptions to confidentiality.
- (d) Explain how the concepts of confidentiality and privilege differ between adults and children.
- (e) Explain under what circumstances a parenting coordinator can make recommendations to either the parties or the court and what kind of recommendations may be made.
- (f) Describe the legal concepts that relate to the parenting coordination process including, but not limited to: due process, ex parte communications, equitable distribution, child support, modification, parental responsibilities, relocation, and privilege.

- (g) Explain the statutory constraints of parenting coordination where domestic violence exists and/or protective orders have been issued by the court.
- (h) Describe when and how the parenting coordinator should interface with the court system.
- (i) Identify and describe available sample forms and local court procedures pertaining to referral and use of parenting coordination by Florida's trial courts.
- (j) Describe process and procedure for working with legal, mental health and other professional disciplines to promote cooperation and professionalism.
- (k) List the procedures to follow when requested to provide testimony or evidence.
- (l) Understand the grievance procedures contained in the local/state statutes or rules and responsibilities of the parenting coordinator.

**8. Domestic Violence and Child Abuse related to Parenting Coordination (minimum of 4 hours)**

- (a) Identify procedures for on-going screening for domestic violence and appropriate courses of action when safety parameters are needed.
- (b) Discuss the legal and non-legal definition of domestic violence.
- (c) Discuss the effects of domestic violence on the co-parenting relationship and family dynamics.
- (d) Describe the psychological impact of domestic violence on child and adolescent development.
- (e) List and describe the empirically based types of domestic violence, including conflict-instigated violence, coercive-controlling violence, separation instigated violence, and undifferentiated type including marital predictors of high risks for violence post-separation.

- (f) Explain the importance of understanding the history of the relationship and family dynamics in recognizing coercive, controlling behavior.
- (g) Explain the dynamics of perpetrators of abuse and the impact on parenting abilities.
- (h) Describe the unique problems and inherent dangers presented by domestic violence of all types in terms of parental contacts, and the need for safety in the parent coordination process.
- (i) Explain the importance of monitoring compliance with the parenting plan.
- (j) Explain the importance of reporting to a judicial officer any non-confidential infractions of existing court orders, including the need to modify a parenting plan to include safety parameters and the available forms for communicating to the court.
- (k) Explain the process for terminating the parenting coordination process when continuing with the process would endanger the safety of those involved.
- (l) Explain when the parenting coordinator is required to report emergencies to the court and the procedure to follow.

**PARENTING COORDINATOR APPLICATION**  
**For the \_\_\_\_\_ Judicial Circuit, State of Florida**

Name: \_\_\_\_\_

Present Employment: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver License Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
City & State

Languages fluent in other than English: \_\_\_\_\_

**QUALIFICATIONS**

**PROFESSIONAL REQUIREMENT.** Check all that apply and insert licensure or certification number(s):

Licensed Mental Health Professional under Florida chapters 490 or 491, # \_\_\_\_\_

Physician under Florida chapter 458 with Certification by American Board of Psychiatry and Neurology, # \_\_\_\_\_

Florida Supreme Court Certified Family Mediator with at least a master's degree in a mental health field, # \_\_\_\_\_

Member in good standing of The Florida Bar, # \_\_\_\_\_

**PARENTING COORDINATOR REQUIREMENTS.** Check all successfully completed:

Three years post licensure or post certification practice in any one of the professions checked above.

Family mediation training program certified by the Florida Supreme Court.

Minimum of 24 hours of parenting coordination training in parenting coordination concepts and ethics, family systems theory and application, family dynamics in separation and divorce, child and adolescent development, the parenting coordination process, parenting coordination techniques, high conflict divorce resolution techniques, and Florida family law and procedure.

Minimum of 4 hours of training in domestic violence and child abuse which is related to parenting coordination.

I will comply with the Americans with Disabilities Act, the Civil Rights Act of 1964, as amended, the Florida Civil Rights Act of 1992, and any other federal or state law that prohibits discrimination on the basis of race, color, national origin, religion, sex, age, marital status, or disability.

<u>Description of Course(s) or Training</u>	<u>Date(s)</u>	<u>Name of Trainer and Entity which Sponsored or Approved Training</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read and am familiar with section 61.125, Florida Statutes.

I have read and am familiar with Florida Family Law Rules of Procedure 12.710, 12.720, 12.730, and 12.742.

I have read and am familiar with Florida Family Law Forms 12.984 and 12.998.

I have read and am familiar with the forms, rules, and procedures in this circuit pertaining to parenting coordination.

#### DISQUALIFICATION

Yes  No Have you been convicted or had adjudication withheld on a charge of child abuse, child neglect, domestic violence, parental kidnapping, or interference with custody or time-sharing?

Yes  No Have you been found by a court in a child protection hearing to have abused, neglected, or abandoned a child?

Yes  No Have you consented to an adjudication or a withholding of adjudication on a petition for dependency?

Yes  No Have you been or are you currently a respondent in a final order or injunction of protection against domestic violence?

**EXPERIENCE**

COURT APPOINTMENT.

List all judicial circuits in which you are on its roster of qualified parenting coordinators: \_\_\_\_\_

\_\_\_\_\_

Yes  No Has any judicial circuit removed you from its roster of qualified parenting coordinators? If so, state circuit, date removed, and reason for the removal. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADDITIONAL TRAINING.

Describe any additional training relevant to your services as a parenting coordinator: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PROFESSIONAL EXPERIENCE.

Describe your areas of practice or specialty: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your alternative dispute resolution experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe any other professional experience you have that is pertinent to your ability as a parenting coordinator, (e.g. work with parents, children, or domestic violence): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## LOCATION AND LIMITATION

### LOCATION.

List any additional office locations where you can provide parenting coordination services. \_\_\_\_\_

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### LIMITATION.

Yes  No Are you willing to work on cases with an active domestic violence injunction or a stay away order?

State any county in this circuit in which you are not willing to provide parenting coordinator services: \_\_\_\_\_

## FEE STRUCTURE

Your hourly rate of compensation as a parenting coordinator: \$ \_\_\_\_\_.

Yes  No Do you charge a retainer? If so, state the amount \$ \_\_\_\_\_.

Yes  No Are you willing to accept pro bono or reduced fee appointments? If so, specify the conditions: \_\_\_\_\_

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## CRIMINAL HISTORY

If you answer **Yes** to any of the questions below, provide a **Separate Written Explanation and Copies of all Relevant Documentation** of each item including date, location, crime or incident and action and attach to this form.

Yes  No Have you ever been found guilty or adjudicated guilty of a crime as an adult in this or any other state? Check YES, even if the adjudication of guilt or judgment was withheld or if the criminal record was sealed or expunged. (Include traffic crimes, such as DUI, reckless driving, or driving without privileges, but do not include traffic infractions such as excessive speed)

Yes  No Do you have criminal charges or warrants pending against you or are you on probation or parole in this state or any other state?

## SUPPORTING DOCUMENTATION CHECK LIST

**Please check the following required documents attached to your application:**

- 1. Your current professional license(s) and/or Florida Supreme Court Family Mediation Certification;
- 2. Proof of completion of Supreme Court approved family mediation training;
- 3. Proof of completion of 24 hours parenting coordination training;
- 4. Proof of at least 4 hours of training on domestic violence and abuse pertinent to parenting coordination;
- 5. Authorization to Investigate and Release of Information;
- 6. Documentation of criminal history if any; and
- 7. (Optional) Any other information that you feel might be relevant as your application is reviewed. This might include a brief description of special training or experience that might enhance your performance as a parenting coordinator.



**ATTESTATION**

I swear/affirm that the information supplied on this application and all documents provided are correct, that to the best of my knowledge I qualify for a position as a Parenting Coordinator as defined in section 61.125, Florida Statutes, and that I will notify in writing the chief judge or designee(s) for this judicial circuit of the following within 30 days of any such event: a) address change b) legal name change; c) change in fees; d) any criminal conviction, disqualifying event under section 61.125 or any change in the status of a professional license or certification which I currently hold.

I certify that I have read, understand and agree to abide by the Rules for Qualified and Court Appointed Parenting Coordinators and section 61.125. I understand that any omissions, falsifications, misstatements or misrepresentations of the information provided in this application, or information required to be subsequently provided, may be grounds for disqualification or dismissal.

My signature reflects my understanding that I am signing this document under oath under penalty of perjury.

Signature \_\_\_\_\_

Date \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me by \_\_\_\_\_  
on \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type, or stamp name of notary or clerk.]

\_\_\_ Personally known

\_\_\_ Produced identification

Type of identification produced \_\_\_\_\_

**THIS COMPLETED APPLICATION AND ALL ATTACHED SUPPORTING DOCUMENTS ON THE CHECK LIST MUST BE DELIVERED TO:**

Chief Judge or designee(s)

\_\_\_\_\_ Judicial Circuit

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION TO INVESTIGATE AND RELEASE OF INFORMATION**

I, \_\_\_\_\_ of \_\_\_\_\_  
(name) (address)

authorize the above named court to conduct a criminal history and background investigation on me. I authorize the release of information and/or documents to this court from the Florida Department of Children and Families; the Florida Department of Law Enforcement; any city, county, state and/or federal law enforcement agencies; any school; and any other entity. I release this court from any and all liability and expense associated with this investigation or release of information and/or documents.

Signature \_\_\_\_\_ Date \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me by \_\_\_\_\_  
on \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type, or stamp name of notary or clerk.]

\_\_\_ Personally known

\_\_\_ Produced identification

Type of identification produced \_\_\_\_\_