

# Parenting Coordinator's Almanac 2021



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## Chapter 61

### Dissolution of Marriage; Support; Time-Sharing

#### 61.125 Parenting coordination

(1) Definitions. As used in this section, the term:

(a) “Communication” means an oral or written statement, or nonverbal conduct intended to make an assertion, by or to a parenting coordinator, a participant, or a party made during parenting coordination, or before parenting coordination if made in furtherance of the parenting coordination process. The term does not include the commission of a crime during parenting coordination.

(b) “Office” means the Office of the State Courts Administrator.

(c) “Participant” means any individual involved in the parenting coordination process, other than the parenting coordinator and the named parties, who takes part in an event in person or by telephone, videoconference, or other electronic means.

(d) “Parenting coordination” means a nonadversarial dispute resolution process that is court ordered or agreed upon by the parties.

(e) “Parenting coordinator” means an impartial third party appointed by the court or agreed to by the parties whose role is to assist the parties in successfully creating or implementing a parenting plan.

(f) “Parenting Coordinator Review Board” means the board appointed by the Chief Justice of the Florida Supreme Court to consider complaints against qualified and court-appointed parenting coordinators.

(g) “Party” means a person participating directly, or through a designated representative, in parenting coordination.

(2) Purpose. The purpose of parenting coordination is to 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.

(3) Referral. In any action in which a judgment or order has been sought or entered adopting, establishing, or modifying a parenting plan, except for a domestic violence proceeding under chapter 741, and upon agreement of the parties, the court’s own motion, or the motion of a

party, the court may appoint a parenting coordinator and refer the parties to parenting coordination to assist in the resolution of disputes concerning their parenting plan.

(4) Domestic Violence Issues.

(a) If there has been a history of domestic violence, the court may not refer the parties to parenting coordination unless both parents consent. The court shall offer each party an opportunity to consult with an attorney or domestic violence advocate before accepting the party's consent. The court must determine whether each party's consent has been given freely and voluntarily.

(b) In determining whether there has been a history of domestic violence, the court shall consider whether a party has committed an act of domestic violence as defined s. 741.28, or child abuse as defined in s. 39.01, against the other party or any member of the other party's family; engaged in a pattern of behaviors that exert power and control over the other party and that may compromise the other party's ability to negotiate a fair result; or engaged in behavior that leads the other party to have reasonable cause to believe he or she is in imminent danger of becoming a victim of domestic violence. The court shall consider and evaluate all relevant factors, including, but not limited to, the factors listed in s. 741.30(6)(b).

(c) If there is a history of domestic violence, the court shall order safeguards to protect the safety of the participants, including, but not limited to, adherence to all provisions of an injunction for protection or conditions of bail, probation, or a sentence arising from criminal proceedings.

(5) Qualifications of a Parenting Coordinator.

(a) To be qualified, a parenting coordinator must:

1. Meet one of the following professional requirements:

- a. Be licensed as a mental health professional under chapter 490 or chapter 491.
- b. Be licensed as a physician under chapter 458, with certification by the American Board of Psychiatry and Neurology.
- c. Be certified by the Florida Supreme Court as a family law mediator, with at least a master's degree in a mental health field.
- d. Be a member in good standing of The Florida Bar.

2. Complete all of the following:

- a. Three years of postlicensure or postcertification practice.
- b. A family mediation training program certified by the Florida Supreme Court.
- c. A 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, and Florida family law and procedure, and a minimum of 4 hours of training in domestic violence and child abuse which is related to parenting coordination.

(b) The court may require additional qualifications to address issues specific to the parties.

(c) A qualified parenting coordinator must be in good standing, or in clear and active status, with his or her respective licensing authority, certification board, or both, as applicable.

(d) Unless there is a written agreement between the parties, the court may appoint only a qualified parenting coordinator.

(6) Disqualification of Parenting Coordinator.

(a) The court may not appoint a person to serve as parenting coordinator who, in any jurisdiction:

1. Has been convicted or had adjudication withheld on a charge of child abuse, child neglect, domestic violence, parental kidnapping, or interference with custody;
2. Has been found by a court in a child protection hearing to have abused, neglected, or abandoned a child;
3. Has consented to an adjudication or a withholding of adjudication on a petition for dependency;
4. Is or has been a respondent in a final order or injunction of protection against domestic violence; or
5. Has been disqualified by the Parenting Coordinator Review Board.

(b) A parenting coordinator must discontinue service as a parenting coordinator and immediately report to the court and the parties if any of the disqualifying circumstances described in paragraph (a) occur, or if he or she no longer meets the qualifications in subsection (5), and the court may appoint another parenting coordinator.

(7) Fees for Parenting Coordination. The court shall determine the allocation of fees and costs for parenting coordination between the parties. The court may not order the parties to parenting coordination without their consent unless it determines that the parties have the financial ability to pay the parenting coordination fees and costs.

(a) In determining if a non-indigent party has the financial ability to pay the parenting coordination fees and costs, the court shall consider the party's financial circumstances, including income, assets, liabilities, financial obligations, resources, and whether paying the fees and costs would create a substantial hardship.

(b) If a party is found to be indigent based upon the factors in s. 57.082, the court may not order the party to parenting coordination unless public funds are available to pay the indigent party's allocated portion of the fees and costs or the non-indigent party consents to paying all of the fees and costs.

(8) Confidentiality. Except as otherwise provided in this section, all communications made by, between, or among the parties, participants, and the parenting coordinator during parenting coordination sessions are confidential. The parenting coordinator, participants, and each party designated in the order appointing the coordinator may not testify or offer evidence about communications made by, between, or among the parties, participants, and the parenting coordinator during parenting coordination sessions, except if:

(a) Necessary to identify, authenticate, confirm, or deny a written agreement entered into by the parties during parenting coordination;

(b) The testimony or evidence is necessary to identify an issue for resolution by the court without otherwise disclosing communications made by any party, participant, or the parenting coordinator;

(c) The testimony or evidence is limited to the subject of a party's compliance with the order of referral to parenting coordination, orders for psychological evaluation, counseling ordered by the court or recommended by a health care provider, or for substance abuse testing or treatment;

(d) The parenting coordinator reports that the case is no longer appropriate for parenting coordination;

(e) The parenting coordinator is reporting that he or she is unable or unwilling to continue to serve and that a successor parenting coordinator should be appointed;

(f) The testimony or evidence is necessary pursuant to paragraph (6)(b) or subsection (9);

(g) The parenting coordinator is not qualified to address or resolve certain issues in the case and a more qualified coordinator should be appointed;

(h) The parties or participants agree that the testimony or evidence may be permitted;

(i) The testimony or evidence is necessary to protect any person from future acts that would constitute domestic violence under chapter 741; child abuse, neglect, or abandonment under chapter 39; or abuse, neglect, or exploitation of an elderly or disabled adult under chapter 825.

(j) The testimony or evidence is offered to report, prove, or disprove, a violation of professional malpractice occurring during the parenting coordination process, solely for the purpose of the professional malpractice proceeding; or

(k) The testimony or evidence is offered to report, prove, or disprove, professional misconduct occurring during the parenting coordination process, solely for the internal use of the body conducting the investigation of the conduct.

(9) Report of Emergency to Court.

(a) A parenting coordinator must immediately inform the court by affidavit or verified report without notice to the parties of an emergency situation if:

1. There is a reasonable cause to suspect that a child will suffer or is suffering abuse, neglect, or abandonment as provided under chapter 39;

2. There is a reasonable cause to suspect a vulnerable adult has been or is being abused, neglected, or exploited as provided under chapter 415;

3. A party, or someone acting on a party's behalf, is expected to wrongfully remove or is wrongfully removing the child from the jurisdiction of the court without prior court approval or compliance with the requirements of s. 61.13001. If the parenting coordinator suspects that the parent has relocated within the state to avoid domestic violence, the coordinator may not disclose the location of the parent and child unless required by court order.

(b) Upon such information and belief, a parenting coordinator shall immediately inform the court by affidavit or verified report and serve a copy on each party of an emergency in which a party obtains a final order or injunction of protection against domestic violence or is arrested for an act of domestic violence as provided under chapter 741.

(10) Immunity and Limited Liability.

(a) A person appointed or employed to assist the Supreme Court in performing its duties relating to disciplinary proceedings involving parenting coordinators, including a member of the Parenting Coordinator Review Board, is not liable for civil damages for any act or omission arising from the performance of his or her duties while acting within the scope of

his or her appointed function or job description unless such person acted in bad faith or with malicious purpose.

(b) A parenting coordinator appointed by the court is not liable for civil damages for any act or omission in the scope of his or her duties under an order of referral unless such person acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard for the rights, safety, or property of the parties.

(11) Standards and Procedures. The Supreme Court shall establish minimum standards and procedures for the training, ethical conduct, and discipline of parenting coordinators who serve under this section. The office may appoint or employ personnel as necessary to assist the court in exercising its powers and performing its duties under this section.

# Florida Rules for Qualified and Court-Appointed Parenting Coordinators

## Part I Standards

### Rule 15.000 Applicability of Standards

These standards apply to all qualified parenting coordinators and court-appointed parenting coordinators. A qualified parenting coordinator is anyone who is qualified to serve as a parenting coordinator pursuant to the parenting coordination section of Chapter 61, Florida Statutes, and has been approved by the court to serve as a qualified parenting coordinator or to be on a qualified parenting coordination panel for any circuit.

### Rule 15.010 Parenting Coordination Defined

Parenting coordination is 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. For the purposes of these standards, "parent" refers to the child's mother, father, legal guardian, or other person who is acting as a parent and guardian.

### Rule 15.020 Parenting Coordination Concepts

Parenting coordination is a child-focused alternative dispute resolution process that emphasizes the needs and interests of children, parents and families. It is based on the concepts of communication, education, negotiation, facilitation, and problem-solving. The role of a parenting coordinator includes the integration of skills and core knowledge drawn primarily from the areas of mental health, law, and conflict resolution.

### Rule 15.030 Competence

(a) Professional Competence. Parenting coordinators shall acquire and maintain professional competence in parenting coordination. A parenting coordinator shall regularly participate in educational activities promoting professional growth.

(b) Circumstances Affecting Role. Parenting coordinators shall withdraw from the parenting coordination role if circumstances arise which impair the parenting coordinators' competency.

(c) Skill and Experience. A parenting coordinator shall decline an appointment, withdraw, or request appropriate assistance when the facts and circumstances of the case are beyond the parenting coordinator's skill or experience.

(d) Knowledge. A parenting coordinator shall maintain knowledge of all current statutes, court rules, local court rules, and court and administrative orders relevant to the parenting coordination process.

### **Rule 15.040 Integrity**

(a) Avoiding Dual Relationships. A parenting coordinator shall not accept the role of parenting coordinator if there has been a prior personal, professional or business relationship with the parties or their family members. A parenting coordinator shall not enter into a personal, professional or business relationship with the parties or their family members during the parenting coordination process or for a reasonable time after the parenting coordination process has concluded.

(b) Respect for Diversity. Parenting coordinators shall not allow their personal values, morals, or religious beliefs to undermine or influence the parenting coordination process or their efforts to assist the parents and children. If the parenting coordinator has personal, moral, or religious beliefs that will interfere with the process or the parenting coordinator's respect for persons involved in the parenting coordination process, the parenting coordinator shall decline the appointment or withdraw from the process.

(c) Inappropriate Activity. Parenting coordinators shall not engage in any form of harassment or exploitation of parents, children, students, trainees, supervisees, employees, or colleagues.

(d) Misrepresentation. A parenting coordinator shall not intentionally or knowingly misrepresent any material fact or circumstance in the course of conducting a parenting coordination process.

(e) Demeanor. A parenting coordinator shall be patient, dignified, and courteous during the parenting coordination process.

(f) Maintaining Integrity. A parenting coordinator shall not accept any engagement, provide any service, or perform any act that would compromise the parenting coordinator's integrity.

(g) Avoiding Coercion. A parenting coordinator shall not unfairly influence the parties as a means to achieve a desired result.

#### *Committee Notes*

Any sexual relationship between a parenting coordinator and a party or a party's family member is a form of exploitation and creates a dual relationship and therefore would be considered a violation of these standards.

A parenting coordinator may at times direct a party's conduct. An example is when a parenting coordinator encourages compliance with a parenting plan by pointing out possible consequences of a party's course of action. However, the means to direct behavior should not include unfairly influencing the parties. Examples of unfairly influencing the parties include lying to the parties or exaggerating the parenting coordinator's power to influence the court.

### **Rule 15.050 Advice, Recommendations, and Information**

(a) Informing Parties of Risks. Prior to a parenting coordinator making substantive recommendations to the parties regarding timesharing and parental responsibilities, the parenting coordinator should inform the parties of the inherent risk of making substantive recommendations without adequate data.

(b) Right to Independent Counsel. When a parenting coordinator believes a party does not understand or appreciate the party's legal rights or obligations, the parenting coordinator shall advise the party of the right to seek independent legal counsel.

### **Rule 15.060 Impartiality**

(a) Freedom from Favoritism and Bias. A parenting coordinator shall conduct the parenting coordination process in an impartial manner. Impartiality means freedom from favoritism or bias in word, action, and appearance.

(b) Disclosure. A parenting coordinator shall advise all parties of circumstances which may impact impartiality including but not limited to potential conflicts of interests bearing on possible bias, prejudice, or impartiality.

(c) Influence. A parenting coordinator shall not be influenced by outside pressure, bias, fear of criticism, or self-interest.

(d) Gifts. A parenting coordinator shall not give, accept or request a gift, favor, loan, or other item of value to or from a party, attorney, or any other person involved in and arising from any parenting coordination process.

(e) Prohibited Relationships. After accepting appointment, and for a reasonable period of time after the parenting coordination process has concluded, a parenting coordinator shall avoid entering into family, business, or personal relationships which could affect impartiality or give the appearance of partiality, bias, or influence.

(f) Withdrawal. A parenting coordinator shall withdraw from a parenting coordination process if the parenting coordinator can no longer be impartial.

### **Rule 15.070 Conflicts of Interest**

(a) Generally. A parenting coordinator shall not serve as a parenting coordinator in a matter that presents a clear or undisclosed conflict of interest. A conflict of interest arises when any relationship between the parenting coordinator and the parenting coordination participants or the subject matter of the dispute compromises or appears to compromise the parenting coordinator's impartiality.

(b) Disclosure. The burden of disclosure rests on the parenting coordinator. All such disclosures shall be made as soon as practical after the parenting coordinator becomes aware of the interest or relationship. After appropriate disclosure, the parenting coordinator may serve if all parties agree. However, if a conflict of interest clearly impairs a parenting coordinator's impartiality, the parenting coordinator shall withdraw regardless of the express agreement of the parties.

(c) Solicitation Prohibited. A parenting coordinator shall not use the parenting coordination process to solicit, encourage, or otherwise incur future professional services with any party.

#### *Committee Notes*

The parenting coordination process may take place over a long period of time. Therefore, the parenting coordinator may initially accept an appointment where a potential conflict does not exist but arises during the course of the parenting coordination process.

The disclosure requirements in this subdivision do not abrogate subdivision 15.040 (a) which prohibits a parenting coordinator from accepting the role of parenting coordinator if there has been a prior personal, professional or business relationship with the parties' or their family members. It is intended to address situations in which the conflict arises after the acceptance of appointment and encourage the timely disclosure to the parties.

#### **Rule 15.080 Scheduling the Parenting Coordination Process**

A parenting coordinator shall schedule parenting coordination sessions in a manner that provides adequate time for the process. A parenting coordinator shall perform parenting coordination services in a timely fashion, avoiding delays whenever possible.

#### **Rule 15.090 Compliance with Authority**

A parenting coordinator shall comply with all statutes, court rules, local court rules, and court and administrative orders relevant to the parenting coordination process.

#### **Rule 15.100 Improper Influence**

A parenting coordinator shall refrain from any activity that has the appearance of improperly influencing a court to secure an appointment to a case.

#### **Rule 15.110 Marketing Practices**

(a) False or Misleading Marketing Practices. A parenting coordinator shall not engage in any marketing practice, including advertising, which contains false or misleading information. A parenting coordinator shall ensure that any marketing of the parenting coordinator's qualifications, services to be rendered, or the parenting coordination process is accurate and honest.

(b) Qualification. Any marketing practice in which a parenting coordinator indicates that such parenting coordinator is “qualified” is misleading unless the parenting coordinator indicates the Florida judicial circuits in which the parenting coordinator has been qualified.

(c) Prior Adjudicative Experience. Any marketing practice is misleading if the parenting coordinator states or implies that prior adjudicative experience, including, but not limited to, service as a judge, magistrate, or administrative hearing officer, makes one a better or more qualified parenting coordinator.

(d) Prohibited Claims or Promises. A parenting coordinator shall not make claims of achieving specific outcomes or promises implying favoritism for the purpose of obtaining business.

(e) Additional Prohibited Marketing Practices. A parenting coordinator shall not engage in any marketing practice that diminishes the importance of a party’s right to self-determination or the impartiality of the parenting coordinator, or that demeans the dignity of the parenting coordination process or the judicial system.

#### *Committee Note*

The roles of a parenting coordinator and an adjudicator are fundamentally distinct. The integrity of the judicial system may be impugned when the prestige of the judicial office is used for commercial purposes. When engaging in any parenting coordinator marketing practice, a former adjudicative officer should not lend the prestige of the judicial office to advance private interests in a manner inconsistent with this rule. For example, the depiction of a parenting coordinator in judicial robes or use of the word “judge” with or without modifiers to the parenting coordinator’s name would be inappropriate. However, an accurate representation of the parenting coordinator’s judicial experience would not be inappropriate.

### **Rule 15.120 Concurrent Standards**

Other ethical standards to which a parenting coordinator may be professionally bound are not abrogated by these rules. In the course of performing parenting coordination services, however, these rules prevail over any conflicting ethical standards to which a parenting coordinator may otherwise be bound.

### **Rule 15.130 Relationship with Other Professionals**

A parenting coordinator shall respect the role of other professional disciplines in the parenting coordination process and shall promote cooperation between parenting coordinators and other professionals.

### **Rule 15.140 Confidentiality**

(a) Preservation of Confidentiality. A parenting coordinator shall maintain confidentiality of all communications made by, between, or among the parties and the parenting coordinator except when disclosure is required or permitted by law or court order. The parenting coordinator shall maintain confidentiality of all records developed or obtained during the parenting coordination process in accordance with law or court order.

(b) Use of Materials for Educational Purposes. A parenting coordinator shall not disclose the identity of the parents, children, or other persons involved in the parenting coordination process when information is used in teaching, writing, consulting, research, and public presentations.

(c) Record Keeping. A parenting coordinator shall maintain privacy in the storage and disposal of records and shall not disclose any identifying information when materials are used for research, training, or statistical compilations.

### **Rule 15.150 Notice and Initial Session**

(a) Notice of Fees. Prior to an initial meeting with the parties in a parenting coordination session, the parenting coordinator shall provide written notice of all fees, costs, methods of payment and collection.

(b) Initial Session. At the initial session a parenting coordinator shall, in person, describe the terms of the Order of Referral, if any, and inform the participants in writing of the following:

(1) the parenting coordination process, the role of the parenting coordinator and the prohibition against dual roles;

(2) parenting coordination is an alternative dispute resolution process wherein a parenting coordinator assists parents in creating or implementing a parenting plan;

(3) the parenting coordinator may provide education and make recommendations to the parties, and, with prior approval of the parents and the court, make non-substantive decisions;

(4) communications made during the parenting coordination session are confidential, except where disclosure is required or permitted by law;

(5) all fees, costs, methods of payment, and collections related to the parenting coordination process;

(6) the court's role in overseeing the parenting coordination process, including a party's right to seek court intervention;

(7) the party's right to seek legal advice; and

(8) the extent to which parties are required to participate in the parenting coordination process.

### **Rule 15.160 Fees and Costs**

A parenting coordinator holds a position of trust. Fees shall be reasonable and be guided by the following general principles:

- (a) Changes in Fees, Costs, or Payments. Once services have begun, parenting coordinators shall provide advance written notice of any changes in fees or other charges.
- (b) Maintenance of Financial Records. Parenting coordinators shall maintain the records necessary to support charges for services and expenses, and, upon request, shall make an accounting to the parents, their counsel, or the court.
- (c) Equitable Service. Parenting coordinators shall provide the same quality of service to all parties regardless of the amount of each party's financial contribution.
- (d) Basis for Charges. Charges for parenting coordination services based on time shall not exceed actual time spent or allocated.
- (e) Costs. Charges for costs shall be for those actually incurred.
- (f) Expenses. When time or expenses involve two or more parenting coordination processes on the same day or trip, the time and expense charges shall be prorated appropriately.
- (g) Written Explanation of Fees. A parenting coordinator shall give the parties and their counsel a written explanation of any fees and costs prior to the parenting coordination process. The explanation shall include the:
  - (1) basis for and amount of any charges for services to be rendered, including minimum fees and travel time;
  - (2) amount charged for the postponement or cancellation of parenting coordination sessions and the circumstances under which such charges will be assessed or waived;
  - (3) basis and amount of charges for any other items; and
  - (4) parties' pro rata share of the parenting coordinator's fees and costs if previously determined by the court or agreed to by the parties.
- (h) Maintenance of Records. A parenting coordinator shall maintain records necessary to support charges for services and expenses and, upon request, shall make an accounting to the parties, their counsel, or the court.

(i) Remuneration for Referrals. No commissions, rebates, or similar remuneration shall be given or received by a parenting coordinator for a parenting coordination referral.

(j) Contingency Fees Prohibited. A parenting coordinator shall not charge a contingent fee or base a fee on the outcome of the process.

### **Rule 15.170 Records**

(a) Documentation of Parenting Coordination Process. Parenting coordinators shall maintain all information and documents related to the parenting coordination process.

(b) Record Retention. Parenting coordinators shall maintain confidentiality and comply with applicable law when storing and disposing of parenting coordination records.

(c) Relocation or Closing the Parenting Coordination Practice. A parenting coordinator shall provide public notice of intent to relocate or close his or her practice. The notification shall include instructions on how parties' may obtain a copy of their records or arrange for their records to be transferred.

### **Rule 15.180 Safety, Capacity, and Protection**

(a) Monitoring. Parenting coordinators shall monitor the process for domestic violence, substance abuse, or mental health issues and take appropriate action to address any safety concerns.

(b) Injunctions for Protection. Parenting coordinators shall honor the terms of all active injunctions for protection and shall not seek to modify the terms of an injunction.

(c) Terminating Process Based on Safety Concerns. Parenting coordinators shall suspend the process and notify the court when the parenting coordinator determines it is unsafe to continue.

(d) Adjournment or Termination. A parenting coordinator shall adjourn or terminate a parenting coordination process if any party is incapable of participating meaningfully in the process.

### **Rule 15.190 Education and Training**

Parenting coordinators shall comply with any statutory, rule or court requirements relative to qualifications, training, and education.

### **Rule 15.200 Responsibility to the Courts**

(a) Candid with Referring Court. Parenting coordinators shall be candid, accurate, and responsive to the court concerning the parenting coordinators' qualifications, availability and other administrative matters.

(b) Providing Information to the Court. When parenting coordinators provide information to the court, parenting coordinators shall do so in a manner that is consistent with court rules and statutes. Parenting coordinators shall notify the referring court when the court orders conflict with the parenting coordinator's professional ethical responsibilities. Parenting coordinators shall notify the court when it is appropriate to terminate the process. A parenting coordinator shall be candid, accurate, and fully responsive to the court concerning the parenting coordinator's qualifications, availability, and other administrative matters.

## **Part II Discipline**

### **Rule 15.210 Scope and Purpose**

The purpose of these disciplinary rules is to provide a means for enforcing the Florida Rules for Qualified and Court-Appointed Parenting Coordinators (rules). These rules apply to all proceedings before rules violation complaint committees and hearing panels of the Parenting Coordinator Review Board (PCRB) involving the discipline of qualified parenting coordinators and court-appointed parenting coordinators. The PCRB shall be responsible for the enforcement of these rules, with the exception of rule 15.220, Responsibilities of Chief Judge, and rule 15.370, Chief Judge Review.

### **Rule 15.220 Responsibilities of Chief Judge**

The chief judge or the judge's designee in each judicial circuit shall have responsibility for:

- (a) the qualification and disqualification of parenting coordinators;
- (b) any disciplinary proceedings regarding:
  - (1) a qualified parenting coordinator's failure to continue to meet the minimum qualifications in section 61.125, Florida Statutes;
  - (2) a qualified parenting coordinator experiencing any of the disqualifying circumstances described in section 61.125, Florida Statutes; and
  - (3) any failure of a qualified parenting coordinator to immediately report to the court and the parties the occurrence of (a) or (b) above; and
- (c) review of the decision of a hearing panel as provided in rule 15.370, Chief Judge Review.

### **Rule 15.230 Administrative Responsibility**

Administrative responsibility for implementation of the disciplinary procedures in the Rules for Qualified and Court-Appointed Parenting Coordinators shall be with the Dispute Resolution Center of the Office of the State Courts Administrator (DRC).

## **Rule 15.240 Privilege to Serve**

The privilege to serve as a parenting coordinator is conditional, confers no vested right, and is revocable for cause.

## **Rule 15.250 Definitions**

- (a) Court-Appointed. Being appointed by the court as the parenting coordinator.
- (b) DRC. The Dispute Resolution Center of the Office of the State Courts Administrator.
- (c) File. To file is to deliver to the office of the DRC of the Office of the State Courts Administrator pleadings, motions, instruments, and other papers for preservation and reference.
- (d) Investigator. An individual qualified by experience to investigate complaints. An investigator may be a qualified parenting coordinator, Florida Bar member in good standing, or other qualified individual retained by the DRC at the direction of a rule violation complaint committee (RVCC) to conduct an investigation.
- (e) Panel. Three members of the PCRБ selected by the DRC who did not serve on the RVCC to adjudicate the formal charges associated with a rule violation complaint.
- (f) Panel Adviser. A member of The Florida Bar in good standing retained by the DRC to assist a panel in performing its functions during a hearing. A panel adviser provides only procedural advice, is in attendance at the hearing, and is not part of the panel's private deliberations. A panel adviser may not sit in on deliberations but may be called into the deliberations in order to answer procedural questions and is authorized to draft the decision and opinion of the panel.
- (g) PCRБ. The Parenting Coordinator Review Board.
- (h) Prosecutor. An active member of The Florida Bar in good standing retained by the DRC to prosecute a complaint before a hearing panel. The prosecutor is authorized to: perform additional investigation to prepare the case; negotiate a consent to charges and an agreement to the imposition of sanctions to be presented to the panel prior to the hearing; to fully prosecute the case at the hearing; and represent the PCRБ or DRC at post hearing proceedings.
- (i) Qualified. Meeting the requirements specified in the Florida Statutes.
- (j) Rule Violation Complaint. Formal submission of an alleged violation(s) of the Florida Rules for Qualified and Court-Appointed Parenting Coordinators. A complaint may originate from any person or from the DRC.
- (k) Rule Violation Complaint Committee or RVCC. Three members of the PCRБ selected by the DRC by rotation to conduct the investigation and disposition of any rule violation complaint.

## **Rule 15.260 Parenting Coordinator Review Board**

(a) Generally. The PCRB shall be composed of 20 individuals selected based on the following criteria:

(1) Judges: 6 circuit, family or county judges with no disciplinary history during the ten years prior to the date of submitting their application to serve as a member of the PCRB.

(2) Parenting coordinators: 10 qualified parenting coordinators from professions eligible to be qualified parenting coordinators under section 61.125, Florida Statutes, with no disciplinary history during the ten years prior to the date of submitting their application to serve as a member of the PCRB, at least 5 of whom are non-attorney parenting coordinators. In the event there are not enough qualified applicants for the non-attorney parenting coordinator seats from whom to choose, the chief justice may appoint attorney parenting coordinator applicants to fill the seats as necessary.

(3) Attorneys: 4 attorneys licensed to practice law in Florida for at least 3 years who have or had a substantial family practice and are neither qualified as parenting coordinators nor judicial officers during their terms of service on the PCRB, but who have knowledge of and experience with parenting coordination practice, statutes, and procedures. These attorneys must be members in good standing of The Florida Bar with no disciplinary history during the ten years prior to the date of submitting his or her application to serve as a member of the PCRB.

(b) Appointment and Term. Eligible persons shall be appointed to the PCRB by the chief justice of the Supreme Court of Florida for a period of 4 years. No member of the PCRB shall serve more than 3 terms. The term of any member serving on a committee or panel may continue until the final disposition of their service on a case.

(c) Duty to Notify. In the event a PCRB member is disciplined, suspended, or disqualified as a parenting coordinator, or is disciplined, suspended, or disbarred by any professional licensing organization of which he or she is a member, the PCRB member shall report such information to the DRC in writing within 10 days of the discipline, suspension, disqualification, or disbarment.

(d) Rule Violation Complaint Committee (RVCC). Each RVCC shall be composed of 3 members of the PCRB selected by the DRC on a rotation basis. RVCCs are assigned to a single case; however, a RVCC may be assigned to related cases to be disposed of collectively as is deemed appropriate by the Chief of Alternative Dispute Resolution. A RVCC shall disband after the disposition of the case(s) to which it is assigned. Each RVCC shall be composed of:

(1) 1 judge or attorney, who shall act as the chair of the RVCC; and

(2) 2 qualified parenting coordinators from different regulatory backgrounds, if feasible.

(e) Panels. Each panel shall be composed of 3 members of the PCRB selected by the DRC on a rotation basis. No member of a panel shall have served on the RVCC for the same case(s). A panel may be assigned to more than 1 unrelated case and may be assigned to related cases to be disposed of collectively as is deemed appropriate by the Chief of Alternative Dispute Resolution. A panel shall disband after disposing of all cases to which it is assigned. Each panel shall be composed of:

- (1) 1 judge, who shall serve as the chair;
- (2) 1 qualified parenting coordinator; and
- (3) 1 attorney who shall serve as vice-chair. The vice-chair shall act as the chair of the panel in the event of the unavailability of the chair.

(f) Decision making. For all RVCCs and panels, while unanimity is the preferred method of decision making, a majority vote shall control.

### **Rule 15.270 Jurisdiction and Powers**

(a) RVCC. Each RVCC shall have such jurisdiction and powers as are necessary to conduct the proper and speedy investigation and disposition of any complaint. The judge or attorney chairing the RVCC shall have the power to compel:

- (1) the attendance of any person at a RVCC meeting;
- (2) any person to give statements, testimony, and depositions; and
- (3) production of documents, records, and other evidence;

The RVCC shall perform its investigatory function and have concomitant power to resolve cases prior to panel referral.

(b) Panel. Each panel shall have such jurisdiction and powers as are necessary to conduct the proper and speedy adjudication and disposition of any proceeding before it. The panel shall perform the adjudicatory function but shall not have any investigatory functions. The chair of a panel shall have the power to:

- (1) compel the attendance of witnesses;
- (2) issue subpoenas to compel the depositions of witnesses;
- (3) order the production of records or other documentary evidence;
- (4) hold anyone in contempt prior to and during the hearing;
- (5) implement procedures during the hearing;
- (6) determine admissibility of evidence; and
- (7) decide motions prior to, during or subsequent to the hearing if related to the hearing.

(c) The vice-chair of a panel, upon the unavailability of the chair, is authorized to issue subpoenas or order the production of records or other documentary evidence.

### **Rule 15.280 Contempt Process**

(a) General. Should any person fail, without justification, to respond to the lawful subpoena of a RVCC or, having responded, fail or refuse to answer all inquiries or to turn over evidence that has been lawfully subpoenaed, or should any person be guilty of disorderly conduct, that person may be found to be in contempt.

(b) RVCC and Panel Contempt. The chair of an RVCC or panel may hear any motions filed either before or during a RVCC meeting or panel hearing or hold any person in contempt for conduct occurring during the RVCC meeting or panel hearing.

#### *Committee Notes*

The chair of RVCC or panel shall file the order of contempt in the local court for enforcement. The order of contempt shall state the specific failure on the part of the person, or the specific disorderly or contemptuous act which formed the basis of the contempt. The circuit court shall issue such orders and judgments as the court deems appropriate.

### **Rule 15.290 Rule Violation Complaint Process**

(a) Initiation of Complaint. Any individual or the DRC may file a complaint alleging that a parenting coordinator has violated one or more provisions of the rules. The complaint from an individual shall be written, sworn to under oath and notarized using a form supplied by the DRC. A complaint initiated by the DRC need not be sworn nor notarized but shall be signed by the Chief of Alternative Dispute Resolution or DRC staff attorney, if any. The complaint shall state with particularity the specific facts and details that form the basis of the complaint.

(b) Filing of Complaint. The complaint shall be filed with the DRC. Once received by the DRC, the complaint shall be stamped with the date of receipt.

(c) Assignment to a Rules Violation Complaint Committee (RVCC). Upon receipt of a complaint, the DRC shall assign the complaint to a RVCC within a reasonable period of time. The RVCC shall be informed of the parenting coordinator's prior sanctions history. Within 10 days after the receipt of a complaint from an individual, the DRC shall send a notification of the receipt of the complaint to the complainant.

(d) Facial Sufficiency Determination. The RVCC shall convene by conference call to determine whether the allegation(s), if true, would constitute a violation of the rules.

(1) If the RVCC finds a complaint against a parenting coordinator to be facially insufficient, the complaint shall be dismissed without prejudice and the complainant shall be so notified and given an opportunity to re-file within a 20 day-time period from date of

notification. No complainant whose complaint is dismissed without prejudice pursuant to this section shall be permitted more than 1 additional filing to establish facial sufficiency.

(2) The complaint is found to be facially sufficient, the RVCC shall prepare a list of any rule or rules which may have been violated and shall submit same to the DRC.

(e) Service. Upon the finding of facial sufficiency of a complaint, the DRC shall serve on the parenting coordinator a copy of the list of alleged rule violation(s), a copy of the complaint, and a link to an electronic copy of the rules which were in effect at the time of the alleged violation. Service on the parenting coordinator shall be made either electronically or by certified mail addressed to the parenting coordinator's physical or e-mail address on file with the circuit in which the parenting coordinator is qualified.

(f) Response. Within 20 days of the receipt of the list of alleged rule violation(s) and the complaint, the parenting coordinator shall file a written response sworn under oath with the DRC. Unless extended in writing by the DRC, if the parenting coordinator does not file a response within the 20-day time frame, the allegations shall be deemed admitted and the matter may be referred to a panel.

(g) Withdrawal of Appointment or Disqualification. The disqualification of or withdrawal from a court-appointment by a parenting coordinator after the filing of a complaint does not result in the loss of jurisdiction by the PCRB.

(h) Investigation. The RVCC, after review of the complaint and either before or after the response, may direct the DRC to appoint an investigator to assist the RVCC in any of its functions. The RVCC, or any member or members thereof, may also conduct an investigation if authorized by the RVCC chair. Any investigation may include meeting with the parenting coordinator, the complainant or any other person.

(i) RVCC Meeting with the Complainant and Parenting Coordinator. Notwithstanding any other provision in these procedures, at any time while the RVCC has jurisdiction, it may meet or communicate with the complainant and the parenting coordinator, jointly or separately, in an effort to resolve the matter. This resolution may include sanctions as set forth in rule 15.320, if agreed to by the parenting coordinator. If sanctions are accepted, all relevant documentation shall be forwarded to the DRC. Such meetings may be in person, by teleconference, or other communication method, at the discretion of the RVCC and authorization by the DRC.

(j) Notice and Publication. Any consensual resolution agreement which includes sanctions shall be distributed by the DRC to all circuits through the chief judges, all trial and appellate court administrators, and the ADR directors; it shall also be published on the DRC page of the Florida Courts website with the rule or rules listed as violated, and a copy of the agreement. Any information in the agreement which is otherwise confidential under Florida Rule of Judicial Administration 2.420 shall be redacted.

(k) Review. If no other disposition has occurred, the RVCC shall review the complaint, the response, and any investigative report, including any underlying documentation, to determine whether there is probable cause to believe that the alleged misconduct occurred and would constitute a violation of the rules.

(l) No Probable Cause. If the RVCC finds no probable cause, it shall dismiss the complaint with prejudice and so advise the complainant and the parenting coordinator in writing. Such decision shall be final.

(m) Probable Cause Found. If the RVCC finds that probable cause exists, it may:

(1) order the drafting of formal charges and forward such charges to the DRC for assignment to a panel; or

(2) decide not to proceed with the case by filing an order of non-referral containing a short and plain statement of the rules for which probable cause was found and the reason or reasons for non-referral, and so advise the complainant and the parenting coordinator in writing.

(n) Formal Charges and Counsel. If the RVCC finds probable cause that the parenting coordinator has violated 1 or more of the rules, the RVCC may order the drafting of formal charges and forward such charges to the DRC for assignment to a panel. The charges shall include a statement of the matters asserted in the complaint relevant to the finding of rules violations, any additional information relevant to the finding of rules violations, and references to the particular sections of the rules violated. The formal charges shall be signed by the chair of the RVCC or in the alternative, by the other 2 members of the RVCC. At the request of the RVCC, the DRC may retain a member in good standing of The Florida Bar to conduct such additional investigations as necessary and draft the formal charges.

(o) Dismissal. Upon the filing of a stipulation of dismissal signed by the complainant with the concurrence of the RVCC, which may withhold concurrence, the complaint shall be dismissed with prejudice.

### **Rule 15.300 Hearing Panel Procedures**

(a) Notification of Formal Charges. Upon the referral of formal charges to the DRC from a RVCC, the DRC shall promptly send a copy of the formal charges to the parenting coordinator and complainant by certified mail, return receipt requested.

(b) Prosecutor. Upon the referral of formal charges, the DRC shall retain the services of a prosecutor.

(c) Panel Adviser. After the referral of formal charges, the DRC may retain the services of a panel adviser.

(d) Assignment to Panel. After the referral of formal charges to the DRC, the DRC shall send to the complainant and the parenting coordinator a notice of assignment of the case to a panel. No member of the RVCC that referred the formal charges shall serve as a member of the panel.

(e) Assignment of Related Cases. If the DRC assigns related cases to a panel for a single hearing, any party to those cases may make a motion for severance which shall be heard by the chair of the panel.

(f) Time of the Hearing. Absent stipulation of the parenting coordinator and the PCRB or good cause, the DRC shall set the hearing for a date not more than 120 days nor less than 30 days from the date of the notice of assignment of the case to the panel. Within 10 days of the scheduling of the hearing, a notice of hearing shall be sent by certified mail to the parenting coordinator and his or her attorney, if any.

(g) Admission to Charges. At any time prior to the hearing, the panel may accept an admission to any or all charges and impose sanctions upon the parenting coordinator. The panel shall not be required to meet in person to accept any such admission and imposition of sanctions.

(h) Dismissal by Stipulation. Upon the filing of a stipulation of dismissal signed by the complainant, the prosecutor and with the concurrence of the panel, the case shall be dismissed with prejudice. Upon dismissal, the panel shall promptly forward a copy of the dismissal order to the DRC.

(i) Procedures for Hearing. The procedures for a hearing shall be as follows:

(1) Panel Presence. No hearing shall be conducted without the chair being physically present.

(2) Decorum. The hearing may be conducted informally but with decorum.

(3) Oath. Anyone testifying in the hearing shall do so under oath or affirmation as to the truth of the testimony.

(4) Florida Evidence Code. The rules of evidence applicable to trials of civil actions shall apply but are to be liberally construed.

(5) Testimony.

(A) Parenting Coordinator Testimony. Unless the parenting coordinator claims a privilege or right properly available under applicable federal or state law, the parenting coordinator may be called as a witness to make specific and complete disclosure of all matters material to the issues.

(B) Telephonic and Electronic Testimony. Testimony at the hearing may be given through the use of telephonic or other communication equipment upon a showing of good cause to the chair of the panel within a reasonable time prior to the hearing.

(i) Procedure. Any party desiring to present testimony through communication equipment shall, prior to the hearing at which the testimony is to be presented, contact the other party to determine whether the other party consents to this form of testimony. The party seeking to present testimony shall then move for permission from the chair of the panel to present testimony through communication equipment, which motion shall set forth good cause as to why the testimony should be allowed in this form, and include the identity of the witness, time estimated and substance of the testimony. In considering sufficient good cause, the panel chair shall weigh and address in its order the reasons stated for testimony by communication equipment against the potential for prejudice to any party who objects.

(ii) Other Provisions. Telephonic and electronic testimony shall otherwise be governed by the Rules of Judicial Administration.

(6) Right to Defend. A parenting coordinator shall have the right: to defend against all charges; to be represented by an attorney; to examine and cross-examine witnesses; to compel the attendance of witnesses to testify; and to compel the production of documents and other evidentiary matter through the subpoena power of the panel.

(7) Parenting Coordinator Discovery. The prosecutor shall, upon written demand of a parenting coordinator or counsel of record, promptly furnish the following: the names and addresses of all witnesses whose testimony is expected to be offered at the hearing; copies of all written statements and transcripts of the testimony of such witnesses in the possession of the prosecutor or the DRC which are relevant to the subject matter of the hearing and which have not previously been furnished; and copies of any exhibits which are expected to be offered at the hearing.

(8) Prosecutor Discovery. The parenting coordinator or parenting coordinator's counsel of record shall, upon written demand of the prosecutor, promptly furnish the following: the names and addresses of all witnesses whose testimony is expected to be offered at the hearing; copies of all written statements and transcripts of the testimony of such witnesses in the possession of the parenting coordinator or the counsel of record which are relevant to the subject matter of the hearing and which have not previously been furnished; and copies of any exhibits which are expected to be offered at the hearing.

(9) Complainant's Failure to Appear. Absent a showing of good cause, if the complainant fails to appear at the hearing, the panel may dismiss the case with or without prejudice.

(10) Parenting Coordinator's Failure to Appear. If the parenting coordinator has failed to answer the underlying complaint or fails to appear, the panel may proceed with the hearing.

(A) If the hearing is conducted in the absence of a parenting coordinator who failed to respond to the underlying complaint and the allegations were therefore deemed admitted, no further notice to the parenting coordinator is necessary and the decision of the panel shall be final.

(B) If the hearing is conducted in the absence of a parenting coordinator who submitted a response to the underlying complaint, the DRC shall notify the parenting coordinator that the hearing occurred and whether the matter was dismissed or if sanctions were imposed. The parenting coordinator may petition for rehearing by showing good cause for such absence. A petition for rehearing must be received by the DRC and the prosecutor no later than 10 days from the parenting coordinator's receipt of the DRC notification. The prosecutor shall file a response, if any, within 5 days from receipt of the petition for rehearing. The disposition of the petition shall be decided solely by the chair of the panel and any hearing on the motion required by the chair of the panel may be conducted telephonically or by other communication equipment. If a rehearing is ordered, it shall follow the procedures and rules governing the original hearing.

(11) Reporting of Proceedings. Any party shall have the right, without any order or approval, to have all or any portion of the testimony in the proceedings reported and transcribed by a court reporter at the party's expense.

(12) Bifurcation. The panel chair may order bifurcated hearings for issues of rule violations and sanctions to avoid prejudice, if warranted by the evidence or case management, or upon the filing of a motion by either party.

(j) Decision of Panel. Upon making a determination that the case shall be dismissed or that the imposition of sanctions is appropriate, the panel shall promptly notify the DRC of the decision including factual findings and conclusions signed by the chair of the panel. The DRC shall thereafter promptly send a copy of the decision to all parties. The decision shall include:

(1) a finding of fact as to each item of rule violation of which the parenting coordinator is charged, which findings of fact shall enjoy the same presumption of correctness as the judgment of the trier of fact in a civil proceeding; and

(2) a statement of any past disciplinary measures as to the parenting coordinator that are on record through evidence properly admitted by the panel chair during the course of the proceedings (after a finding of rule violation(s), all evidence of prior disciplinary measures may be offered by the prosecutor subject to appropriate objection or explanation by the parenting coordinator).

(k) Notice to Circuits and Districts. In every case in which a parenting coordinator has had sanctions imposed by agreement or decision, such agreement or decision shall be sent by the DRC to all circuits and districts through the chief judges, all trial and appellate court administrators, and the ADR Directors. Any information in the agreement or decision which is otherwise confidential under Florida Rule of Judicial Administration 2.420 shall be redacted.

(l) Publication. Upon the imposition of sanctions, whether by consent of the parenting coordinator and approval by the panel or by decision of the panel after a hearing, the DRC shall publish the name of the parenting coordinator, a list of the rule or rules which were violated, and a copy of the decision of the panel. Any information in the agreement or decision which is otherwise confidential under Florida Rule of Judicial Administration 2.420 shall be redacted. Such publication shall be on the DRC page of the Florida Courts' website and in any outside publication at the discretion of the Chief of Alternative Dispute Resolution.

### **Rule 15.310 Burden of Proof**

The prosecutor bears the burden of proof. The burden of proof for rule violations is clear and convincing evidence.

### **Rule 15.320 Sanctions**

(a) Generally.

(1) The parenting coordinator may be sanctioned pursuant to the following:

(A) Agreement with a RVCC.

(B) Agreement with a panel to the imposition of sanctions.

(C) Imposition of sanctions by a panel as a result of its deliberations.

(2) The sanction applies to the parenting coordinator in all circuits in which the parenting coordinator may practice.

(b) Types of Sanctions. Sanctions may include 1 or more of the following:

(1) Oral admonishment.

(2) Written reprimand.

(3) Additional training, which may include the observation of parenting coordinators for a specific number of sessions.

(4) Restriction on types of cases in which the parenting coordinator may serve.

(5) Suspension, which is defined as removal of the parenting coordinator from the list of qualified parenting coordinators in all circuits for a period of up to 2 years and the parenting coordinator shall not be appointed to any new cases as a parenting coordinator in any circuit during the suspension. In the case in which the complaint against the parenting

coordinator was filed, the parenting coordinator shall notify the parties and the court of the suspension in writing, delivering the written letter to the parties and sending a courtesy copy to the judge. The parenting coordinator shall also file a letter with the clerks of court in all circuits in which the parenting coordinator serves and send a letter to all current clients of the parenting coordinator, and include a certificate of service stating:

I certify that the foregoing document has been furnished to (here insert name or names, addresses used for service, and mailing addresses) by (e-mail) (delivery) (mail) (fax) on ...(date)...

Signature line:\_\_\_\_\_;

Name of Parenting Coordinator.

(6) Costs incurred prior to, during, and subsequent to the hearing. The specific categories and amounts of such costs are to be decided by the chair of the panel upon submission of costs by the DRC or the prosecutor and shall include only:

- (A) travel expenses for members of the panel;
- (B) travel expenses for prosecution witnesses, prosecutor, panel adviser, and Chief of Alternative Dispute Resolution or designee;
- (C) court reporter fees and transcription;
- (D) fees and costs for all investigation services;
- (E) telephone/conference call charges;
- (F) postage and delivery;
- (G) notary charges;
- (H) interpretation and translation services; and
- (I) copy costs.

(7) Any other sanctions as deemed appropriate by the panel.

(c) Failure to Comply with Sanctions.

(1) If there is a reasonable belief that a parenting coordinator failed to comply with any sanction, unless otherwise provided for in the agreement with a RVCC or the decision of the panel, the DRC may file a motion for contempt pursuant to rule 15.280 and serve the parenting coordinator or applicant with a copy of the motion.

(2) The parenting coordinator shall file a response within 20 days of service of the motion for contempt.

(3) If no response is filed, the allegations of the motion are deemed admitted.

(4) The DRC shall thereafter set a hearing and provide notice to the parenting coordinator. The motion shall also include any additional alleged failures to comply of which the DRC becomes aware prior to the date of the hearing. The holding of a hearing shall not preclude subsequent hearings on any other alleged failure.

(5) Any sanction in effect at the time that the DRC has a reasonable belief that a violation of the sanctions has occurred shall continue in effect until a decision is reached.

(6) A finding that there was a willful failure to substantially comply with any imposed or agreed upon sanction may result in additional sanctions.

### **Rule 15.330 Suspension, Disqualification, and Removal**

(a) Reinstatement after Suspension. A parenting coordinator who has been suspended shall be reinstated as a parenting coordinator, unless otherwise ineligible, upon the expiration of the suspension and satisfaction of any additional obligations contained in the sanction document.

(b) Automatic Disqualification. A parenting coordinator shall inform the DRC about any disqualifying event delineated in Chapter 61, Florida Statutes.

(c) Notification to Chief Judge. If the DRC learns of any disqualifying event of a parenting coordinator, then the DRC will notify the chief judge of each circuit.

(d) Disqualified Parenting Coordinators. If a parenting coordinator has been disqualified or suspended from service pursuant to these procedures, the parenting coordinator shall not be assigned, appointed, or designated as a parenting coordinator in any court proceeding while disqualified or suspended.

(e) Reinstatement after Disqualification.

(1) A parenting coordinator who has been disqualified may reapply to be a parenting coordinator. In the application, the parenting coordinator shall divulge the disqualification, the reasons for the disqualification, compliance with all sanctions and meeting the qualifications in Chapter 61, Florida Statutes, as well as the reason the parenting coordinator should now be deemed qualified.

(2) Unless a greater time period has been imposed by a panel or procedure, no application for reinstatement may be submitted prior to 1 year after the date of disqualification.

(3) Other than (1) and (2) above, the reinstatement procedures shall be determined by each circuit.

(f) Removal from Supreme Court Committees. If a member of the PCRB is disciplined, suspended, or disqualified as a parenting coordinator, or is disciplined, suspended, or disbarred by any professional licensing organization in which the parenting coordinator is a member, the DRC shall immediately remove that member from the committee or board on which the member serves.

### **Rule 15.340 Subpoenas**

(a) RVCC. Subpoenas for the production of documents or other evidence and for the appearance of any person before a RVCC, or any member thereof, may be issued by the chair of the RVCC. If the chair is unavailable, the subpoena may be issued by the remaining members of the RVCC.

(b) Panel. Subpoenas for the attendance of witnesses and the production of documents or other evidence before a panel may be issued by the chair of the panel. If the chair of a panel is unavailable, the subpoena may be issued by the vice-chair.

(c) Service. Subpoenas may be served in any manner provided by law for the service of witness subpoenas in a civil action.

(d) Failure to Obey. Any person who, without good cause shown, fails to obey a duly served subpoena may be cited for contempt.

### **Rule 15.350 Confidentiality of Disciplinary Proceedings**

(a) Generally. All complaints alleging misconduct against parenting coordinators subject to disciplinary action under these rules, including the parenting coordinator's response, if any, and all other records made or received as part of the complaint procedure, are exempt from public disclosure under rule 2.420(c)(3)(B), Florida Rules of Judicial Administration, and shall remain confidential until a finding of probable cause or no probable cause is established, regardless of the outcome of any appeal.

(b) Breach of Confidentiality. Violation of confidentiality by a member of the PCRB shall subject the member to discipline under these procedures and removal from the PCRB by the chief justice of the Supreme Court of Florida.

### **Rule 15.360 Disqualification and Removal of Members of a RVCC, Panel, or PCRB**

(a) Disqualification of Member. A member of the PCRB is disqualified from serving on a RVCC or panel involving that member's own discipline.

(b) Party Request for Disqualification of a PCRB Member. Any party may move to disqualify a member of the RVCC or panel before which the case is pending. Factors to be considered include, but are not limited to:

- (1) the member or some person related to that member has an interest in the result of the case;
- (2) the member is related to an attorney or counselor of record in the case; or
- (3) the member is a material witness for or against any of the parties to the case.

(c) Board Member Initiative. A member of any RVCC or panel may disqualify him/herself on the member's own initiative at any time.

(d) Facts to be Alleged. Any motion to disqualify shall be in writing, allege the facts relied on to show the grounds for disqualification, and shall be made under oath by the moving party.

(e) Time for Motion. A party shall file a motion to disqualify with the DRC not later than 10 days after the movant discovered or reasonably should have discovered the facts which would constitute grounds for disqualification.

(f) Decisions on Motions. The chair of the RVCC or panel shall hear and decide any motions for disqualification. A motion for disqualification of the chair shall be heard by the vice-chair.

(g) Replacement. Depending on the circumstances, the DRC shall replace any disqualified member.

(h) Qualifications for New Member. Each new member serving as a replacement shall have the same qualifications as the disqualified member.

### **Rule 15.370 Chief Judge Review**

(a) Right of Review. Any parenting coordinator found to have committed a violation of the rules or otherwise sanctioned by a hearing panel shall have a right of review of that action. Review of this type shall be by the chief judge or designee of the circuit which qualified the parenting coordinator in the case which gave rise to the underlying action.

(b) Rules of Procedure. The Florida Rules of Appellate Procedure shall control to the extent applicable or as modified by procedures for qualification and appeals of discipline of parenting coordinators as adopted in each circuit.

(c) Notice of Review. The jurisdiction to seek review of disciplinary action shall be invoked by submitting an original and one copy of a Notice of Review of Parenting Coordinator Disciplinary Action to the chief judge of the circuit or designee within 30 days of the panel's written decision. A copy shall be provided to the DRC. A copy of the panel decision shall be attached to the notice.

(1) Standard of Review. The chief judge or designee shall review the findings and conclusions of the panel using a competent substantial evidence standard, neither reweighing the evidence in the record nor substituting the reviewer's judgment for that of the panel.

(2) Decisions. Decisions of the chief judge or designee shall be final.

# Florida Family Law Rules of Procedure

## Rule 12.742. Parenting Coordination

- (a) Applicability. This rule applies to parenting coordination.
- (b) Qualification Process. Each judicial circuit shall establish a process for determining that a parenting coordinator is qualified in accordance with the requirements established in the parenting coordination section of Chapter 61, Florida Statutes.
- (c) Order Referring Parties to Parenting Coordinator. An order referring the parties to a parenting coordinator must be in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(a). The order must specify the role, responsibility, and authority of the parenting coordinator.
- (d) Appointment of Parenting Coordinator. The parties may agree in writing on a parenting coordinator subject to the court's approval. If the parties cannot agree on a parenting coordinator, the court shall appoint a parenting coordinator qualified by law.
- (e) Response by Parenting Coordinator. The parenting coordinator must file a response accepting or declining the appointment in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(b).
- (f) Term of Service. The term of the parenting coordinator shall be as specified in the order of appointment or as extended by the court. The initial term of service shall not exceed two years. The court shall terminate the service on:
- (1) The parenting coordinator's resignation or disqualification; or
  - (2) A finding of good cause shown based on the court's own motion or a party's written motion. Good cause includes but is not limited to the occurrence of domestic violence; circumstances that compromise the safety of any person or the integrity of the process; or a finding that there is no longer a need for the service of the parenting coordinator. The motion and notice of hearing shall also be served on the parenting coordinator.
- (g) Removal of Parenting Coordinator. The court shall remove the parenting coordinator if the parenting coordinator becomes disqualified under the parenting coordination section of Chapter 61, Florida Statutes, or if good cause is shown.
- (h) Appointment of Substitute Parenting Coordinator. If a parenting coordinator cannot serve or continue to serve, a substitute parenting coordinator may be chosen in the same manner as the original.

(i) Authority with Consent. The parenting coordinator may have additional authority with express written consent. If there has been a history of domestic violence the court must find that consent has been freely and voluntarily given.

(1) With the express written consent of both parties, the parenting coordinator may

(A) have temporary decision-making authority to resolve specific non-substantive disputes between the parties until such time as a court order is entered modifying the decision; or

(B) make recommendations to the court concerning modifications to the parenting plan or time-sharing.

(2) With the express written consent of a party, a parenting coordinator may

(A) have access to confidential and privileged records and information of that party; or

(B) provide confidential and privileged information for that party to health care providers and to any other third parties.

(3) With the express approval of the court, the parenting coordinator may

(A) have access to a child's confidential and privileged records and information; or

(B) provide confidential and privileged information for that child to health care providers and to any other third parties.

(j) Limitation of Authority.

(1) A parenting coordinator shall not have decision making authority to resolve substantive disputes between the parties. A dispute is substantive if it would

(A) significantly change the quantity or decrease the quality of time a child spends with either parent; or

(B) modify parental responsibility.

(2) A parenting coordinator shall not make a substantive recommendation concerning parental responsibility or timesharing to the court unless the court on its own motion or a joint motion of the parties determines that:

(A) there is an emergency as defined by the parenting coordination section of Chapter 61, Florida Statutes,

(B) the recommendation would be in the best interest of the child, and

(C) the parties agree that any parenting coordination communications that may be raised to support or challenge the recommendation of the parenting coordinator will be permitted.

(k) Emergency Order.

(1) Consideration by the Court. Upon the filing of an affidavit or verified report of an emergency by the parenting coordinator, the court shall determine whether the facts and circumstances contained in the report constitute an emergency and whether an emergency order needs to be entered with or without notice to the parties to prevent or stop furtherance of the emergency. Except for the entry of an ex parte order in accordance with (k)(2), the court shall set a hearing with notice to the parties to be held at the earliest possible time.

(2) Ex Parte Order. An emergency order may be entered without notice to the parties if it appears from the facts shown by the affidavit or verified report that there is an immediate and present danger that the emergency situation will occur before the parties can be heard. No evidence other than the affidavit or verified report shall be used to support the emergency being reported unless the parties appear at the hearing or have received notice of a hearing. Every temporary order entered without notice in accordance with this rule shall be endorsed with the date and hour of entry, be filed forthwith in the clerk's office, and define the injury or potential injury, state findings by the court why the injury or potential injury may be irreparable and give the reasons why the order was granted without notice. The court shall provide the parties and attorney ad litem, if one is appointed, with a copy of the parenting coordinator's affidavit or verified report giving rise to the ex parte order. A return hearing shall be scheduled if the court issues an emergency ex parte order.

(3) Duration. The emergency order shall remain in effect until further order.

(4) Motion to Dissolve or Modify Ex Parte Order. A motion to modify or dissolve an ex parte emergency order must be heard within 5 days after the movant applies for a hearing.

(l) Written Communication with Court. The parenting coordinator may submit a written report or other written communication regarding any nonconfidential matter to the court. Parenting coordinators are required, pursuant to the parenting coordination section of Chapter 61, Florida Statutes, to report certain emergencies to the court without giving notice to the parties. The parenting coordinator shall use a form in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(c) when reporting any emergency to the court, whether or not notice to the parties is required by law. If the parenting coordinator is unable to adequately perform the duties in accordance with the court's direction, the parenting coordinator shall file a written request for a status conference and the court shall set a timely status hearing. The

parenting coordinator shall use a form in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(d) to request a status conference. When notice to the parties is required, the parenting coordinator must contemporaneously serve each party with a copy of the written communication.

(m) Testimony and Discovery. A parenting coordinator shall not be called to testify or be subject to the discovery rules of the Florida Family Law Rules of Procedure unless the court makes a prior finding of good cause. A party must file a motion, alleging good cause why the court should allow the parenting coordinator to testify or be subject to discovery. The requesting party shall serve the motion and notice of hearing on the parenting coordinator. The requesting party shall initially be responsible for the parenting coordinator's fees and costs incurred as a result of the motion.

(n) Parenting Coordination Session. A parenting coordination session occurs when a party and the parenting coordinator communicate with one another. A parenting coordination session may occur in the presence or with the participation of persons in addition to a party and the parenting coordinator. Unless otherwise directed by the court, the parenting coordinator shall determine who may be present during each parenting coordination session including, without limitation, attorneys, parties, and other persons.

#### *Committee Notes*

2014 Revision. Parties are more likely to comply with a parenting plan which has been voluntarily and mutually self-determined by the parties without undue outside influence. Courts therefore should consider referring parties to mediation prior to parenting coordination when a parenting plan has not been agreed to by the parties or adopted by the court. Courts are also encouraged to review what additional forms of alternative dispute resolution as well as social, psychological and educational interventions may best assist the parties in a timely manner. In cases where parties are referred to a parenting coordinator to adopt or create a parenting plan, the court should consider whether the parties would be better served by the court determining certain aspects of the parenting plan (such as parental responsibility, time sharing schedule, etc.) prior to referral to a parenting coordinator. New subdivisions (b), (g), (j)(2), (l), and (n) were added and others were renumbered accordingly.

2010 Adoption. The provisions of subdivision (k) do not abrogate the confidentiality provisions of section 61.125, Florida Statutes. An exception to confidentiality must apply before invoking this subdivision of the rule.

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT,  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

Case No: \_\_\_\_\_  
Division: \_\_\_\_\_

\_\_\_\_\_  
Petitioner,  
and  
\_\_\_\_\_  
Respondent.

### ORDER OF REFERRAL TO PARENTING COORDINATOR

The Court considered the ( ) motion of the court, ( ) joint motion of the parties, ( ) motion of a party, reviewed the court file, and considered the testimony presented. Based upon this information, the court **FINDS** that:

- A. **Appropriateness of Process.** This matter is appropriate for parenting coordination and it is in the best interest of the child(ren).
- B. **Parenting Coordination Process.** Parenting coordination is a child-focused alternative dispute resolution process whereby a parenting coordinator assists the parents in creating or implementing their parenting plan by facilitating the resolution of disputes, providing education and making recommendations to the parents; and, with the prior consent of the parents and approval of the court, making limited decisions within the scope of this order of referral.
- C. **Parenting Coordinator.** A parenting coordinator is an impartial third person whose role is to assist the parents in successfully creating or implementing a parenting plan.
- D. **Selection of Parenting Coordinator.** The parenting coordinator was selected by:  
[Choose only one]  
\_\_\_\_ parties' agreement.  
\_\_\_\_ the court.
- E. **History of Domestic Violence.** Based on testimony and evidence presented and a review of related court records, the court has determined:  
[Choose all that apply]  
\_\_\_\_ There is no history of domestic violence.  
  
\_\_\_\_ There has been a history of domestic violence, and:  
  
1. \_\_\_\_ Each party has had an opportunity to consult with an attorney or domestic violence advocate before this court has accepted the parties' consent; and

2. \_\_\_\_ Each party has consented to this referral and the consent has been given freely and voluntarily.

It is therefore, **ORDERED**:

1. **Parenting Coordinator.** The parties are referred to the following parenting coordinator for an initial period of \_\_\_\_ months:

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

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

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

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

- a. The parenting coordinator shall file a response to this Order within 30 days either accepting or declining the appointment. The response to the appointment must be in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(b).
- b. The parties or their attorneys must provide to the parenting coordinator copies of all pleadings and orders related to domestic violence and any other pleadings and orders requested by the parenting coordinator related to parenting coordination.
2. **Meetings.** Unless prohibited herein as a domestic violence safeguard or by another court order, the parenting coordinator may meet with the parties and/or child(ren) together or separately, in person or by any electronic means.
3. **Domestic Violence Safeguards.** The parties shall adhere to all provisions of any injunction for protection or conditions of bail, probation, or a sentence arising from criminal proceedings. In addition to any safety measures the parenting coordinator deems necessary, the following domestic violence safeguards must be implemented:

[Choose **all** that apply]

\_\_\_\_ None are necessary.

\_\_\_\_ No joint meetings

\_\_\_\_ No direct negotiations

\_\_\_\_ No direct communications

\_\_\_\_ Other: \_\_\_\_\_

4. **Role, Responsibility, and Authority of Parenting Coordinator.** The parenting coordinator shall have the following role, responsibility, and authority:
- a. Assisting the parents in creating and implementing a parenting plan.
- b. Facilitating the resolution of disputes regarding the creation or implementation of the Parenting Plan.

- c. Recommending to the parents strategies for creating or implementing the Parenting Plan. Such recommendations may include that one or both parents avail themselves of accessible and appropriate community resources, including, but not limited to, random drug screens, parenting classes, and individual psychotherapy or family counseling, if there is a history or evidence that such referrals are appropriate.
- d. Recommending to the parents changes to the Parenting Plan.
- e. Educating the parties to effectively:
  - i. Parent in a manner that minimizes conflicts;
  - ii. Communicate and negotiate with each other and their child(ren);
  - iii. Develop and apply appropriate parenting skills;
  - iv. Understand principles of child development and issues facing child(ren) when their parents no longer live together;
  - v. Disengage from the other parent when engagement leads to conflicts and non-cooperation;
  - vi. Identify the sources of their conflict with each other and work jointly to minimize conflict and lessen its deleterious effects on the child(ren); and,
  - vii. Allow the child(ren) to grow up free from the threat of being caught in the middle of their parents' disputes.
- f. Reporting or communicating with the court concerning nonconfidential matters as provided in paragraph 6 of this Order. In the event the parenting coordinator is unable to adequately perform the duties in accordance with the court's direction, the parenting coordinator shall file a written request for a status conference and the court shall set a timely status hearing. The request for status conference must be in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(d). A report to the court of an emergency pursuant to section 61.125(8), Florida Statutes, must be in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(c).
- g. Communicating with the parties and their child(ren), separately or together, in person or by telephone, unless otherwise prohibited by court order or applicable law.

5. **Fees and Costs for Parenting Coordination.**

[Choose **all** that apply]

- a.  The parties have consented to this referral to parenting coordination.

This order is without the consent of the parties, but the court has determined that the parties have the financial ability to pay the parenting coordination fees and costs.

- b.  The court allocates payment of fees and costs for parenting coordination as follows:  
 Hourly rate of compensation shall not exceed \$\_\_\_\_\_, unless the parties otherwise agree.  
 % shall be paid by the Father.  
 % shall be paid by the Mother.  
 Other: \_\_\_\_\_

If a party causes the parenting coordinator to expend an unreasonable and unnecessary amount of time, that party may be held solely responsible for payment of the parenting coordinator's fees and costs for such time expended, and the court reserves jurisdiction to reallocate the payment of fees and costs in that event. Failure to pay the parenting coordinator's fees and costs in a timely manner may subject the party to sanctions for contempt of court.

6. **Confidentiality.** All communications made by, between, or among the parties and the parenting coordinator during parenting coordination sessions are confidential. The parenting coordinator and each party may not testify or offer evidence about communications made by a party or the parenting coordinator during the parenting coordination sessions, except if:
  - a. Necessary to identify, authenticate, confirm, or deny a written agreement entered into by the parties during parenting coordination.
  - b. The testimony or evidence is necessary to identify an issue for resolution by the court without otherwise disclosing communications made by any party or the parenting coordinator.
  - c. The testimony or evidence is limited to the subject of a party's compliance with this Order of Referral to Parenting Coordinator, orders for psychological evaluation, counseling ordered by the court or recommended by a health care provider, or for substance abuse testing or treatment.
  - d. The parenting coordinator reports that the case is no longer appropriate for parenting coordination.
  - e. The parenting coordinator reports that he or she is unable or unwilling to continue to serve and that a successor parenting coordinator should be appointed.
  - f. The testimony or evidence is necessary pursuant to section 61.125(5)(b) or section 61.125(8), Florida Statutes.
  - g. The parenting coordinator is not qualified to address or resolve certain issues in the case and a more qualified coordinator should be appointed.
  - h. The parties agree that the testimony or evidence be permitted.
  - i. The testimony or evidence is necessary to protect any person from future acts that would constitute domestic violence under Chapter 741, Florida Statutes; child abuse, neglect, or abandonment under Chapter 39, Florida Statutes; or abuse, neglect, or exploitation of an elderly or disabled adult under Chapter 825, Florida Statutes.
7. **Agreement on Nonconfidentiality.** The parties can agree to waive confidentiality of a specific communication or all communications. The waiver must be in writing, signed by the parties and their respective counsel. The waiver shall be filed with the court and a copy served on the parenting coordinator. Either party may revoke their waiver of confidentiality by providing written notice signed by that party. The revocation shall be filed with the court and a copy served on the other party and the parenting coordinator.

8. **Scheduling.** Each party shall contact the parenting coordinator within 10 days of the date of this Order to schedule the first appointment. The parenting coordinator shall determine the schedule for subsequent appointments.
  
9. **Stipulation.** Any written stipulation of parties to utilize the parenting coordination process filed with this court is incorporated into this Order.

ORDERED ON {date} \_\_\_\_\_.

\_\_\_\_\_  
CIRCUIT JUDGE

Copies to:

\_\_\_\_ Petitioner

\_\_\_\_ Attorney for Petitioner

\_\_\_\_ Respondent

\_\_\_\_ Attorney for Respondent

\_\_\_\_ Other: \_\_\_\_\_

**INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE  
FORM 12.984(b)  
RESPONSE BY PARENTING COORDINATOR (11/20)**

**When should this form be used?**

A person appointed as a parenting coordinator must accept or decline the appointment under Florida Family Law Rule of Procedure 12.742(e). If you accept the appointment, you must complete paragraphs 1(a) and 2 and sign it. If you decline the appointment, you must complete only paragraph 1(b) and sign the form. This form should be typed or printed in black ink.

**Important Consideration Before Responding.**

A Qualified Parenting Coordinator or other licensed mental health professional under Chapter 490 or 491, Florida Statutes, shall abide by the ethical and other professional standards imposed by his or her licensing authority, certification board, or both, as applicable.

A person who is not a Qualified Parenting Coordinator or a licensed mental health professional under Chapter 490 or 491, Florida Statutes, shall not accept an appointment to serve as parenting coordinator in a matter that presents an apparent or undisclosed conflict of interest. A conflict of interest arises when any relationship between the parenting coordinator and either party compromises or appears to compromise the parenting coordinator's ability to serve. The burden of disclosure of any potential conflict of interest rests on the parenting coordinator. Disclosure shall be made as soon as practical after the parenting coordinator becomes aware of the potential conflict of interest. If a parenting coordinator makes an appropriate disclosure of a conflict of interest or a potential conflict of interest, he or she may serve if all parties agree. However, if a conflict of interest substantially impairs a parenting coordinator's ability to serve, the parenting coordinator shall decline the appointment or withdraw regardless of the express agreement of the parties.

A parenting coordinator shall not provide any services to either party that would impair the parenting coordinator's ability to be neutral.

**What should I do next?**

After completing and signing this form, you must file this document with the clerk of the circuit court in the county in which the action is pending and keep a copy for your records.

You must mail, e-mail, or hand-deliver a copy of this form to the attorney(s) for the parents or, if not represented by an attorney, to the parents.

**Where can I look for more information?**

**Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms.** For more information, see section 61.125; Florida Statutes, Florida Family Law Rule of Procedure 12.742, Rules for Qualified and Court Appointed Parenting

Coordinators and the **Order of Referral to Parenting Coordinator**, Florida Family Law Rules of Procedure Form 12.984(a).

### **IMPORTANT INFORMATION REGARDING E-FILING**

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. The rules and procedures should be carefully read and followed.

### **IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION**

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Florida Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you must review Florida Rule of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by email, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the Designation of Current Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General), Florida Supreme Court Approved Family Law Form 12.914; Designation of Current Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915;** and Florida Rule of Judicial Administration 2.516.

### **Special notes. . .**

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, Florida Family

Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also must put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT,  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

Case No: \_\_\_\_\_

Division: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

and

\_\_\_\_\_,  
Respondent.

### RESPONSE BY PARENTING COORDINATOR

I, {name} \_\_\_\_\_ notify the Court and affirm the following:

1. Acceptance.

[Choose only **one**]

a. \_\_\_ I accept the appointment as parenting coordinator.

b. \_\_\_ I decline the appointment as parenting coordinator.

2. Qualifications.

[Choose only **one**]

a. \_\_\_ I meet the qualifications in section 61.125(4), Florida Statutes.

b. \_\_\_ I do not meet the qualifications in section 61.125(4), Florida Statutes. However, the parties have chosen me by mutual consent and I believe I can perform the services of a parenting coordinator because: \_\_\_\_\_

\_\_\_\_\_

3. I am not aware of any conflict, circumstance, or reason that renders me unable to serve as the parenting coordinator in this matter and I will immediately inform the court and the parties if such arises.

4. I understand my role, responsibility, and authority under the Order of Referral to Parenting Coordinator, Florida Family Law Rules of Procedure Form 12.984(a); section 61.125, Florida Statutes; Florida Family Law Rule of Procedure 12.742; and Rules for Qualified and Court Appointed Parenting Coordinators.

I hereby affirm the truth of the statements in this acceptance and understand that if I make any false representations in this acceptance, I am subject to sanctions by the Court.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parenting Coordinator  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Professional License # (if applicable) \_\_\_\_\_  
Professional Certification # (if applicable) \_\_\_\_\_

I certify that a copy of this document was [check all used] to the person(s) listed below on {date} \_\_\_\_\_.

\_\_\_\_ Petitioner    \_\_\_\_ e-mailed    \_\_\_\_ mailed    \_\_\_\_ faxed    \_\_\_\_ hand-delivered

\_\_\_\_ Attorney for Petitioner    \_\_\_\_ e-mailed    \_\_\_\_ mailed    \_\_\_\_ faxed    \_\_\_\_ hand-delivered

\_\_\_\_ Respondent    \_\_\_\_ e-mailed    \_\_\_\_ mailed    \_\_\_\_ faxed    \_\_\_\_ hand-delivered

\_\_\_\_ Attorney for Respondent    \_\_\_\_ e-mailed    \_\_\_\_ mailed    \_\_\_\_ faxed    \_\_\_\_ hand-delivered

\_\_\_\_ Other: \_\_\_\_\_    \_\_\_\_ e-mailed    \_\_\_\_ mailed    \_\_\_\_ faxed    \_\_\_\_ hand-delivered

\_\_\_\_\_  
Title

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in all blanks] This form was completed with the assistance of:

{name of individual} \_\_\_\_\_,  
{name of business} \_\_\_\_\_,  
{address} \_\_\_\_\_,  
{city} \_\_\_\_\_, {state} \_\_\_\_\_, {zip code} \_\_\_\_\_, {telephone number} \_\_\_\_\_.

\_\_\_\_\_.

**INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE  
FORM 12.984(c)  
PARENTING COORDINATOR REPORT OF AN EMERGENCY  
(11/20)**

**When should this form be used?**

A person appointed as a parenting coordinator must immediately inform the court of an emergency situation pursuant to section 61.125(8), Florida Statutes. This form is used by the parenting coordinator to report an emergency with or without notice to the parties. It is critical to differentiate whether notice to the parties is required under the facts of any emergency.

*Report With Notice.* A parenting coordinator, upon information and belief, must immediately inform the court by affidavit or verified report of an emergency in which a party obtains a final order or injunction of protection against domestic violence or is arrested for an act of domestic violence as provided under chapter 741, Florida Statutes

*Report Without Notice.* A parenting coordinator must immediately inform the court by affidavit or verified report of an emergency situation if:

1. There is a reasonable cause to suspect that a child will suffer or is suffering abuse, neglect, or abandonment as provided under chapter 39, Florida Statutes;
2. There is a reasonable cause to suspect a vulnerable adult has been or is being abused, neglected, or exploited as provided under chapter 415, Florida Statutes;
3. A party, or someone acting on a party's behalf, is expected to wrongfully remove or is wrongfully removing the child from the jurisdiction of the court without prior court approval or compliance with the requirements of section 61.13001, Florida Statutes. If the parenting coordinator suspects that the parent has relocated within the state to avoid domestic violence, the coordinator may not disclose the location of the parent and child unless required by court order.

This form should be typed or printed in black ink.

**What should I do next?**

After completing and signing this form, you must file this document with the clerk of the circuit court in the county in which the action is pending, provide a copy to the presiding judge, and keep a copy for your records.

*Report With Notice.* If notice to the parties is required under section 61.125(8)(b), Florida Statutes, you must also mail or hand deliver a copy of this form to attorney(s) for the parents or, if not represented by an attorney, to the parents.

*Report Without Notice.* If notice to the parties is not required, you must mail or hand-deliver a copy of this form to the Judge presiding over the case.

## Where can I look for more information?

Before proceeding, you should read “General Information for Self-Represented Litigants” found at the beginning of these forms. For more information, see section 61.125, Florida Statutes; Florida Family Law Rule of Procedure 12.742; Rules for Qualified and Court Appointed Parenting Coordinators; and the **Order of Referral to Parenting Coordinator**, Florida Family Law Rules of Procedure Form 12.984(a).

### IMPORTANT INFORMATION REGARDING E-FILING

The Florida Rules of Judicial Administration now require that all petitions, pleadings, and documents be filed electronically except in certain circumstances. **Self-represented litigants may file petitions or other pleadings or documents electronically; however, they are not required to do so.** If you choose to file your pleadings or other documents electronically, you must do so in accordance with Florida Rule of Judicial Administration 2.525, and you must follow the procedures of the judicial circuit in which you file. The rules and procedures should be carefully read and followed.

### IMPORTANT INFORMATION REGARDING E-SERVICE ELECTION

After the initial service of process of the petition or supplemental petition by the Sheriff or certified process server, the Florida Rules of Judicial Administration now require that all documents required or permitted to be served on the other party must be served by electronic mail (e-mail) except in certain circumstances. **You must strictly comply with the format requirements set forth in the Florida Rules of Judicial Administration.** If you elect to participate in electronic service, which means serving or receiving pleadings by electronic mail (e-mail), or through the Florida Courts E-Filing Portal, you must review Florida Rule of Judicial Administration 2.516. You may find this rule at [www.flcourts.org](http://www.flcourts.org) through the link to the Rules of Judicial Administration provided under either Family Law Forms: Getting Started, or Rules of Court in the A-Z Topical Index.

**SELF-REPRESENTED LITIGANTS MAY SERVE DOCUMENTS BY E-MAIL; HOWEVER, THEY ARE NOT REQUIRED TO DO SO.** If a self-represented litigant elects to serve and receive documents by email, the procedures must always be followed once the initial election is made.

To serve and receive documents by e-mail, you must designate your e-mail addresses by using the Designation of Current Mailing and E-mail Address, Florida Supreme Court Approved Family Law Form 12.915, and you must provide your e-mail address on each form on which your signature appears. Please **CAREFULLY** read the rules and instructions for: **Certificate of Service (General), Florida Supreme Court Approved Family Law Form 12.914; Designation of Current Mailing and E-mail Address**, Florida Supreme Court Approved Family Law Form 12.915; and Florida Rule of Judicial Administration 2.516.

### Special notes. . .

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of a **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also must put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT,  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

Case No: \_\_\_\_\_  
Division: \_\_\_\_\_

\_\_\_\_\_  
Petitioner,  
and  
\_\_\_\_\_  
Respondent.

### **PARENTING COORDINATOR REPORT OF AN EMERGENCY**

The undersigned parenting coordinator reports an emergency to the court:

1. \_\_\_\_ With notice to the parties. A party has obtained a final order or injunction of protection against domestic violence or has been arrested for an act of domestic violence as provided under chapter 741, F.S.
2. \_\_\_\_ Without notice to the parties pursuant to section 61.125 (8)(a), Florida Statutes, because: (choose all that apply)
  - a. \_\_\_\_ There is a reasonable cause to suspect that a child will suffer or is suffering abuse, neglect, or abandonment as provided under chapter 39, Florida Statutes.
  - b. \_\_\_\_ There is a reasonable cause to suspect a vulnerable adult has or is being abused, neglected, or exploited as provided under chapter 415, Florida Statutes.
  - c. \_\_\_\_ A party, or someone acting on a party's behalf, is expected to wrongfully remove or is wrongfully removing the child from the jurisdiction of the court without prior approval or compliance with the requirements of section 61.13001, Florida Statutes.
3. Describe the emergency: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

#### **VERIFICATION BY PARENTING COORDINATOR**

I, \_\_\_\_\_ (name of parenting coordinator) do hereby swear or affirm that the facts contained in this Parenting Coordinator Report of an Emergency are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parenting Coordinator  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Professional License # (if applicable) \_\_\_\_\_  
Professional Certification # (if applicable) \_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Personally known  
\_\_\_\_\_  
Produced identification  
Type of identification produced \_\_\_\_\_

I certify that a copy of this document was [**check all used**] to the persons listed below on  
{date} \_\_\_\_\_.

\_\_\_\_\_  
Presiding Judge \_\_\_\_\_ e-mailed \_\_\_\_\_ mailed \_\_\_\_\_ faxed \_\_\_\_\_ hand-delivered  
\_\_\_\_\_  
Petitioner \_\_\_\_\_ e-mailed \_\_\_\_\_ mailed \_\_\_\_\_ faxed \_\_\_\_\_ hand-delivered  
\_\_\_\_\_  
Attorney for Petitioner \_\_\_\_\_ e-mailed \_\_\_\_\_ mailed \_\_\_\_\_ faxed \_\_\_\_\_ hand-delivered  
\_\_\_\_\_  
Respondent \_\_\_\_\_ e-mailed \_\_\_\_\_ mailed \_\_\_\_\_ faxed \_\_\_\_\_ hand-delivered  
\_\_\_\_\_  
Attorney for Respondent \_\_\_\_\_ e-mailed \_\_\_\_\_ mailed \_\_\_\_\_ faxed \_\_\_\_\_ hand-delivered  
\_\_\_\_\_  
Other: \_\_\_\_\_ e-mailed \_\_\_\_\_ mailed \_\_\_\_\_ faxed \_\_\_\_\_ hand-delivered

\_\_\_\_\_  
Title

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in **all** blanks] This form was completed with the assistance of:  
{name of individual}

\_\_\_\_\_, {name of business}  
\_\_\_\_\_, {address}  
\_\_\_\_\_, {city}  
\_\_\_\_\_, {state} \_\_\_\_\_, {zip code} \_\_\_\_\_, {telephone number} \_\_\_\_\_

**INSTRUCTIONS FOR FLORIDA FAMILY LAW RULES OF PROCEDURE  
FORM 12.984(d)  
PARENTING COORDINATOR REQUEST FOR STATUS CONFERENCE  
(07/14)**

**When should this form be used?**

A person appointed as a parenting coordinator may request a status conference with the judge and parties under Florida Family Law Rule of Procedure 12.742(l). This form is used when the parenting coordinator is unable to adequately perform the duties in accordance with the court's direction.

This form should be typed or printed in black ink.

**What should I do next?**

After completing and signing this form, you must file the original with the clerk of the circuit court in the county in which the action is pending, provide a copy to the presiding judge, and keep a copy for your records.

You must mail or hand-deliver a copy of this form to the attorney(s) for the parents or, if not represented by an attorney, to the parents.

**Where can I look for more information?**

**Before proceeding, you should read "General Information for Self-Represented Litigants" found at the beginning of these forms.** For more information, see section 61.125, Florida Statutes; Florida Family Law Rules of Procedure 12.742; Rules for Qualified and Court Appointed Parenting Coordinators; and the **Order of Referral to Parenting Coordinator**, Florida Family Law Rules of Procedure Form 12.984(a).

**Special notes**

Remember, a person who is NOT an attorney is called a nonlawyer. If a nonlawyer helps you fill out these forms, that person must give you a copy of **Disclosure from Nonlawyer**, Florida Family Law Rules of Procedure Form 12.900(a), before he or she helps you. A nonlawyer helping you fill out these forms also must put his or her name, address, and telephone number on the bottom of the last page of every form he or she helps you complete.

IN THE CIRCUIT COURT OF THE \_\_\_\_\_ JUDICIAL CIRCUIT,  
IN AND FOR \_\_\_\_\_ COUNTY, FLORIDA

Case No: \_\_\_\_\_  
Division: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,  
and  
\_\_\_\_\_,  
Respondent.

### **PARENTING COORDINATOR REQUEST FOR STATUS CONFERENCE**

The undersigned Parenting Coordinator requests a status conference in this case:  
(choose all that apply)

1. \_\_\_\_ To request direction from the court concerning \_\_\_\_\_  
\_\_\_\_\_.
2. \_\_\_\_ To request resolution by the court regarding \_\_\_\_\_  
\_\_\_\_\_.
3. \_\_\_\_ To report \_\_\_\_ petitioner's \_\_\_\_ respondent's noncompliance with the Order of Referral to Parenting Coordinator, orders for psychological evaluation, counseling ordered by the court or recommended by a health care provider, or for substance abuse testing or treatment.
4. \_\_\_\_ To report that the case is no longer appropriate for parenting coordination.
5. \_\_\_\_ To report that the undersigned parenting coordinator is not qualified to address or resolve certain issues in this case and a more qualified successor parenting coordinator should be appointed.
6. \_\_\_\_ The undersigned parenting coordinator is unable or unwilling to continue to serve and a successor parenting coordinator should be appointed.

WHEREFORE, the undersigned Parenting Coordinator requests that a Status Conference be set by the Court.

\_\_\_\_\_ Date

\_\_\_\_\_  
Signature of Parenting Coordinator  
Printed Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Professional License # (if applicable) \_\_\_\_\_  
Professional Certification # (if applicable) \_\_\_\_\_

Copies to:

\_\_\_\_\_ Presiding Judge

\_\_\_\_\_ Petitioner

\_\_\_\_\_ Attorney for Petitioner

\_\_\_\_\_ Respondent

\_\_\_\_\_ Attorney for Respondent

\_\_\_\_\_ Other: \_\_\_\_\_

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in **all** blanks] This form was completed with the assistance of:

{name of individual} \_\_\_\_\_,  
{name of business} \_\_\_\_\_,  
{address} \_\_\_\_\_,  
{city} \_\_\_\_\_, {state} \_\_\_\_\_, {telephone number} \_\_\_\_\_.

# Supreme Court of Florida

No. AOSC16-94

IN RE: CORRECTED UNIFORM PARENTING COORDINATION  
APPLICATION FORM

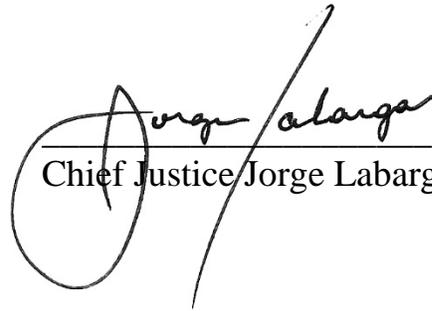
## ADMINISTRATIVE ORDER

Section 61.125, Florida Statutes, establishes parenting coordination as a form of dispute resolution. The Florida Supreme Court adopted the Rules for Qualified and Court-Appointed Parenting Coordinators (Rules) pursuant to its rule making authority under article V, Section 2(a), Florida Constitution, in In re: Amendments to the Florida Family Law Rules of Procedure; New Rules for Qualified and Court-Appointed Parenting Coordinators, 142 So. 3d 831 (Fla. 2014).

In In re: Parenting Coordinator Application Form and Training Standards, Fla. Admin. Order No. AOSC14-64 (Nov. 14, 2014), this Court adopted a statewide uniform parenting coordination application form to be used by all circuits to qualify parenting coordinators. On page 21 of AOSC14-64 there is a reference to three family law rules which were numbered in error. To correct that error, the application form has been revised. The revised form is attached to this

administrative order and is now adopted by this Court to be utilized in place of the original form. Any parenting coordinators who submitted the original form in order to qualify prior to December 31, 2014, or any individuals seeking qualification using the original form prior to the execution of this order shall not be required to resubmit their application form.

DONE AND ORDERED at Tallahassee, Florida, on October 11, 2016.

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

ATTEST:

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



**AMENDED 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 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 12.740, 12.741, and 12.742.

I have read and am familiar with Florida Family Law Forms 12.984(a) – (d).

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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_

**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 it to 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 \_\_\_\_\_

# 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

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.

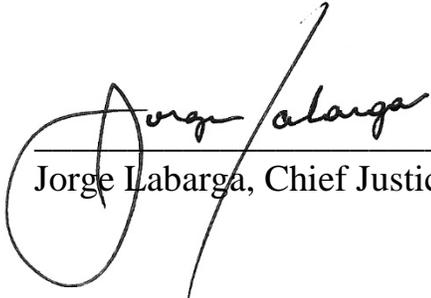
#### **E. Application Form**

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 \_\_\_\_\_