

How to use the Parent Coordination Forms:

**1. Referral Guidelines for Judges:**

This is to assist court staff and Judges in determining which cases may be appropriate for Parent Coordination

*This is not to be sent to parties, for Court use only*

**2. Case management flow:**

This document assists judges, court staff and the public in understanding how things happen and in what order during the PC process.

**3. Order of Referral for Parent Coordination/ Parent Packets:**

If the judge has determined that a case is appropriate for appropriate for Parent Coordination, then s/he issues the Order of Referral for Parent Coordination. The judge would define the scope of the order of referral. Then court staff would find a parent coordinator. After a parent coordinator has been assigned to the case, the court staff sends a packet to the parents containing: contact information for the parent coordinator, the completed & signed order of referral with scope, FAQs parent coordination, intake questionnaire, PC Subsidy Application, Agreement to enter into PC and Release of Information. All of these forms are on-line.

**4. Interview Outcome Form, Agreement to enter into PC and Stipulated Parent Coordination Order :**

The Interview Outcome Form is used to inform the court of the outcome of the parent coordinators contact and/ or interview with the parties and reports whether parent coordination has or hasn't been agreed upon. If the parties have agreed to parent coordination, the parents and their attorneys sign the Agreement to enter into PC and this signed document is returned to courts. The judge then issues the Stipulated Parent Coordination Order (PC Order with scope).

**5. Objection to PC report:**

This document is mailed with the PC report/recommendations to parties only if the parties are in disagreement and cannot stipulate to a parenting plan. *This is not to be sent to parties, PC will send to parties if necessary.*