

STATE OF VERMONT  
\_\_\_\_\_ COUNTY, SS.

VERMONT FAMILY COURT  
DOCKET NO. \_\_\_\_\_

\_\_\_\_\_  
vs.  
\_\_\_\_\_

### ORDER OF REFERRAL FOR PARENT COORDINATION

The above entitled matter came before the Family Court on \_\_\_\_\_, 20\_\_\_\_,  
it is hereby ORDERED:

1. **Appointment:** The Court hereby appoints \_\_\_\_\_,  
a Parent Coordinator qualified to perform parent coordination services, for the purpose of  
determining whether the above entitled matter is appropriate for parent coordination to resolve  
issues related to parent/child contact.
2. **Scope of Parent Coordination:** The parent coordinator shall make recommendations with  
respect to the following issues:
  - Establishment/Modification of Parent Child Contact Conditions**  
(check as many as apply)
    - Transportation;
    - Pick up and drop off;
    - Communication between parents;
    - Parenting issues;
    - Other (Please describe) \_\_\_\_\_
  - Establishment of parent child contact schedule** (for newly filed  
cases only)
  - Modification of prior court ordered parent child contact schedule:**
    - Scheduling changes consistent with percentage of time child spends  
with each parent under current order; **or**
    - The court has determined that the moving party has made a prima facie case for  
a real, substantial and unanticipated change in circumstances and the parent  
coordinator may recommend changes which modify both schedule and  
percentage of time with each parent under current order.
3. **Contact with Parent Coordinator: Within** seven (7) days of this Order, each parent shall be  
responsible for contacting the Parent Coordinator to set up an initial interview by telephoning  
him/her at \_\_\_\_\_.
4. **Initial Interview:** At the initial interview, the Parent Coordinator shall assess whether the  
contested parent child contact issues are appropriate for parent coordination.
  - a. If the case is not appropriate for parent coordination, the Parent Coordinator shall  
immediately so inform the parties and the Court.

- b. If the case is appropriate for parent coordination, the Parent Coordinator shall:
  - (i) Review with each party the Parent Coordination Agreement and procedures as outlined below.
  - ii. Determine the appropriate track for the case based on the number of issues and level of complexity. A maximum fee for the service will be determined based on the track to which the case is assigned. The Parent Coordinator will then determine the portion of the fee for which the parent will be responsible based on the Program's sliding fee scale.
- c. Upon the agreement of both parties to Parent Coordination, the Parent Coordinator shall submit to the Court a proposed Parent Coordination Order outlining the case track, the fee and the amount to be paid by each party to the Parent Coordinator. Parties will be ordered to make full payment to the Parent Coordinator at the first meeting with the Parent Coordinator unless another arrangement is negotiated between the Parent Coordinator and the party.

**5. Scheduling:**

- a. If the Parent Coordinator determines that the case is NOT appropriate for parent coordination, the Court will schedule the case for a status conference immediately to determine the next step.
- b. If the Parent Coordinator determines that the case IS appropriate for parent coordination, the court will issue a parent coordination order and schedule the matter for a status conference ten to twelve weeks following the issuance of the order.

Dated \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, Vermont.

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Presiding Judge