

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

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

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

**STIPULATED  
PARENT COORDINATION ORDER**

Based on the signed agreement of the parties and the assessment of the Parent Coordinator, it is hereby **ORDERED**:

1. The parties shall participate in the Parent Coordination Process as outlined below and in accordance with the protocols of the Program.
2. **Assignment:** The Parent Coordinator assigned to this case is \_\_\_\_\_.  
He/she can be reached by telephone at \_\_\_\_\_.
3. **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.
4. **Releases:** Each parent shall sign releases permitting the Parent Coordinator to speak with therapists and other mental health professionals who have been involved with the minor children or the parents. They shall also sign releases permitting the Parent Coordinator to obtain school records, medical records or agency records necessary and relevant to this process.
5. **Hours:** Based on the assessment of the parent coordinator \_\_\_\_\_ hours of parent coordination services are hereby approved by the Court. The maximum fee for these services

shall not exceed \$ \_\_\_\_\_ which shall be paid as follows:

- a. Plaintiff shall be responsible for the payment of \$ \_\_\_\_\_.
- b. Defendant shall be responsible for the payment of \$ \_\_\_\_\_.
- c. The balance of the cost shall be the responsibility of the Court Administrators' Office.
- d. Full payment from the parties is due at the time of the first appointment with Parent Coordinator unless otherwise agreed to by the Parent Coordinator and the party.

6. **Additional Hours:** The parent coordinator may seek approval by the court for additional hours. An application for approval of additional hours shall be filed with the court and shall explain the reasons why additional hours are necessary.
7. **Parent Coordination Procedure:** Parent coordination is a non-confidential, child centered process. The Parent Coordinator shall assist the parties in developing a parenting plan for the children in accordance with the attached protocol. Specifically, the parent coordinator shall:
  - a. Meet with each party. All initial meetings will be held separately. If there are no safety issues, subsequent meetings will be held separately or together at the Parent Coordinator's discretion and the parties' wishes. If there are safety issues, meetings shall be held separately.
  - b. The Parent Coordinator may meet with one or all children; persons who have or have had a relationship with the child(ren); and professionals who have provided services to the child(ren) or the parents.
  - c. Make recommendations to the parties regarding parent child contact schedules, safety issues, drop-off and pick-up arrangements and other child related concerns consistent with the best interests of the children. The Parent Coordinator may recommend that the parent(s) participate in services in the community which are necessary to the implementation of the parenting plan and the creation of a safe environment for the child(ren). The parent coordinator may also make recommendations regarding services for the child(ren). The recommendations of the parent coordinator shall be in writing with copies to the court.
  - d. During the parent coordination process, the Parent Coordinator is authorized to resolve minor disputes between the parents regarding parent child contact issues, such as: pick up and drop off times; telephone contact, exchange of children's clothing, etc.
  - e. If the parties reach agreement regarding a parenting plan, the Parent Coordinator shall file a stipulated parenting plan with the court for approval and court order.
  - f. If the parties are unable to reach agreement regarding a parenting plan, the Parent Coordinator shall submit a report to the court, including a narrative summary of the Parent Coordinator's meetings with the parties and others and detailed recommendations for a parent-child contact/parenting plan. The parent coordinator's recommendations may also address the need to have certain issues heard by the court at a contested hearing and/or the need for a home study or forensic evaluation.
  - g. A party who objects to the Parent Coordinator's report or recommendations shall file written objections within 10 days following the receipt of the report.
  - h. The court shall schedule a hearing on objections which are timely filed by a party.
  - i. Pending a hearing on the objections, the court may issue a temporary order to address immediate issues of concern raised by the Parent Coordinator and/or the parties.

j. If no objections are filed and no stipulation has been filed, the Court may issue an order without a hearing adopting some or all of the Parent Coordinator's recommendations.

8. **Next Court Appearance:** A status conference to determine progress in this case shall be held on \_\_\_\_\_ at \_\_\_\_\_ AM/PM. The conference may be waived if the parties file a written agreement which is approved by the court.

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

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

APPROVED AS TO FORM

We stipulate to the terms of the Order as set forth above:

\_\_\_\_\_  
Attorney for Plaintiff

\_\_\_\_\_  
Plaintiff

\_\_\_\_\_  
Attorney for Defendant

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Attorney for Child(ren)

\_\_\_\_\_  
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