

EXAMPLE

PARENTING COORDINATOR PROCEDURE HANDOUT

PROCESS

1. Counsel and/or parties have/will share all orders, pleadings, custody evaluations and related materials to the PC.
2. The PC will meet with each parent individually upon the execution of this agreement and payment of the retainer fee.
3. In the event that an issue arises that requires PC involvement, the parent requesting assistance will send the PC an email, copied to the other side, with subject line stating, "Issue to be resolved." (*See format and example below*) The PC will promptly reply with specific questions regarding that issue. The initiating parent will then respond to PC questions and CC his or her response to both the other parent and PC. Responding parent then has 48 hours to respond with his or her responsive reply regarding the presented issue, using the same format.
4. The PC may ask for additional information from either party and both parties will have 24 hours to respond to that request. In the event that the PC believes that speaking to the children and/or relevant third parties and/or receiving specific documents will be helpful in making a decision, the PC will discuss her request with the parents who agree that their consent will not be unreasonably withheld. Parties agree to sign any necessary authorizations or releases as required to complete this process as described. Upon parent consent, it is understood that any communication with the collateral sources or child(ren) shall be limited to the issue(s) currently before the parenting coordinator.
5. Two days after sufficient information has been provided on a particular issue, the PC will issue a Summary and Recommendation, file it with the court, send it to parents and send it to counsel via email.
6. A parent objecting to the recommendation shall file a petition for a *de novo* record hearing before the court within ten days of service of the filed Summary and Recommendation.

Format for Email request for Parenting Coordinator Decision:

Subject line: Issue to be resolved

Body of Email:

Specific Decision Needed: (Maximum 3 sentences)

Reasons for This Request: (Provide numbered list)

Example of Email request for Parenting Coordinator Decision:

Subject Line: Decision Needed

Body of Email:

Specific Decision Needed: I have a regular visit with John on the weekend of August 25-26. I would like to extend the weekend time to accommodate travel to and from a family wedding and related festivities. I want to extend the visit one extra night and leave on Friday, August 24 and return in the evening on Sunday, August 26.

Reason for this Request:

- 1. John and I are very close to my cousin who is getting married in California.*
- 2. We were asked to attend the wedding party reception which is scheduled for the evening before the wedding.*
- 3. We were also invited to the Sunday brunch after the wedding. I was able find a flight that leaves California in the early afternoon.*
- 4. John is also close to my entire family, including his grandparents and cousins who will be there.*
- 5. John has not been to California, and I do think he will enjoy seeing the x museum, which is not far from the hotel. This would be an added special event for us and I believe that we should have time to visit there on Saturday morning.*

The other parent is to respond no later than 48 hours (preferably 24 hours) with a specific list of reasons why they believe the request is to be denied/amended.

Example of Response:

John should not be permitted to extend his weekend with his other parent because:

- 1. John starts pre-season on Monday and he will be tired. He won't be able to play well and this may impact his spot on the team.*
- 2. John and I planned to attend a concert on Friday night. We are going with John's good friend and his parents. We were looking forward to it.*
- 3. I am not comfortable with that much travel in a short weekend.*
- 4. John really doesn't like the other parent's family all that much.*
