

THE EIGHTH JUDICIAL CIRCUIT OF FLORIDA
ADMINISTRATIVE ORDER NO. 5.1121

PARENTING COORDINATION IN FAMILY LAW CASES

WHEREAS, children caught in the middle of high parental conflict are more likely to be harmed;

WHEREAS, it is the public policy of the State of Florida to assure that each minor child has frequent and continuing contact with both parents after the parents separate or the marriage of the parties is dissolved and to encourage parents to share the rights, responsibilities, and joys of childrearing;

WHEREAS, parenting coordination is a process whereby an impartial third person, called a parenting coordinator, helps the parties implement their parenting plan by facilitating the resolution of disputes between parents and/or legal guardians, providing education, making recommendations to the parties and, with the prior approval of the parties and the court, making decisions within the scope of the court order of appointment;

WHEREAS, the use of parenting coordinators promotes the best interests of minor children and their parents in high conflict cases by reducing the duration and severity of parental conflict, thereby protecting children from the harmful effects of such conflict;

WHEREAS, parenting coordinators provide a form of alternative dispute resolution that enhances the purposes of chapter 61, Florida Statutes, including section 61.13(2)(b)1;

WHEREAS, the Florida Supreme 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," In re Report of the Family Court Steering Committee (Family Courts IV), 794 So. 2d 518, 522 (Fla. 2001);

WHEREAS, the adoption of the following provisions will provide for the proper administration of parenting coordination within this circuit;

THEREFORE, it is hereby

ORDERED that:

1. With the consent of the parties, the court may appoint a parenting coordinator to assist them to effectively implement existing court orders on issues of shared parenting, as provided for in this Administrative Order and the Order of Referral to Parenting Coordinator [Attachment A] when:

A. The parties have failed to adequately implement their parenting plan in relation to the child(ren) who are subject(s) of the proceedings;

B. Mediation has not been successful or has been determined by the court to be inappropriate;

C. The court finds that the appointment of a parenting coordinator is necessary to protect the child(ren) from harm caused by the parents' failure to implement the parenting plan;

D. The parties can afford to pay for the parenting coordinator's services or the services of the parenting coordinator can be provided at no expense to the parties; and

E. The court has entered a temporary or final order setting out the nature and extent of the contact between the child(ren) and each parent (hereinafter the "Parenting Plan").

2. Parenting coordinators shall not be appointed in chapter 39 or chapter 741 proceedings.

3. Before appointing a parenting coordinator, the court should consider any domestic violence, injunction for protection, other known history of criminal violence, or other known indication of danger, and assess whether there appear to be any issues which might compromise the safety of the parties, their child(ren), the parenting coordinator, or any other person, or in any other manner compromise the integrity of the parenting coordinator process. The court shall consider any heightened safety risk or imbalance of power often present during the pendency of a temporary Parenting Plan. If the court finds any circumstances that appear to compromise the safety of any person or the integrity of the process, the court shall not appoint a parenting coordinator.

4. After the appointment of the parenting coordinator, the court should terminate the parenting coordination process if the court finds domestic violence issues or any other circumstances that appear to compromise the safety of any person or the integrity of the process.

5. The parenting coordination process shall be neither confidential nor privileged.

6. Prior to appointing the parenting coordinator, the court shall explain the parenting coordination process to the parties, including the role of the parenting coordinator, the continuing responsibilities of the court, and the non-confidential nature of the parenting coordination process. If both parties are represented by counsel, the court may direct counsel to provide this explanation to the parties. The Order Appointing Parenting Coordinator shall also state clearly the role of the parenting coordinator.

7. Within 10 days of referral to parenting coordination, the parties may agree upon a parenting coordinator who meets the qualifications listed below, or someone who, in the opinion of the parties and upon approval by the court, is otherwise qualified by training or experience to serve as a parenting coordinator for the case.

8. If the parties cannot agree on a parenting coordinator within 10 days, the court will appoint a parenting coordinator who meets all of the following qualifications:

A. Licensure as a mental health professional pursuant to chapters 490 or 491, Florida Statutes, or licensure as a physician pursuant to chapter 458, Florida Statutes, with certification by the American Board of Psychiatry and Neurology;

B. Three years of post-licensure practice;

C. Completion of a Florida Supreme Court certified family mediation training program;
and

D. A minimum of 20 hours of parenting coordination training covering all of the learning objectives provided in Attachment B: Comprehensive Parenting Coordination Training.

Service as a parenting coordinator in four or more cases before [the date proposal adopted] may be substituted for the requirements of paragraphs A and B, if the parenting coordinator also has completed a minimum of four hours of domestic violence training provided by the Florida Coalition Against Domestic Violence or another training program approved by the Florida Supreme Court.

9. The court shall not appoint a person to serve as parenting coordinator who, in any jurisdiction:

A. Has been convicted or had adjudication withheld on a charge of child abuse, child neglect, domestic violence, parental kidnaping or interference with custody;

B. Has admitted to having, or has been found by a court in a child protection hearing to have, abused, neglected, or abandoned a child;

C. Has consented to an adjudication or a withhold of adjudication of a petition for dependency; or

D. Is or has been a respondent in a final order of protection against domestic violence.

A parenting coordinator shall report to the court immediately if any of the circumstances described in 9(A) - 9(D) occur, and the court shall appoint a new parenting coordinator if the process is to continue.

10. For the purposes of this Administrative Order, a non-substantive change is a modification to the Parenting Plan that does not

A. Significantly change the quantity or decrease the quality of time the child spends with each parent;

B. Modify the designation of primary or secondary residential parent or rotating custody status established in the Parenting Plan;

C. Modify the overall designation of shared or sole parental responsibility; or

D. Modify or add any terms of supervised visitation.

11. The court may order the parenting coordinator to:

A. Monitor implementation of a voluntary or court-ordered Parenting Plan or parenting schedule;

B. Facilitate the resolution of disputes regarding the implementation of the Parenting Plan or parenting issues, provided such resolution does not involve a substantive change to the Parenting

Plan. If there is a history of domestic violence, the parenting coordinator shall not facilitate negotiation of any issue unless the court has made a finding on the record that the history of domestic violence will not compromise the negotiation process. If the court has authorized the facilitation of negotiation when there is a history of domestic violence, the facilitation process shall not involve one party negotiating directly with the other or the parties being required to be present in the same place;

C. Recommend to parents strategies for implementing the Parenting Plan, the schedule, or resolving other parenting issues. 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. Recommend to the parents changes to the Parenting Plan that do not involve a substantive change;

E. Educate the parents 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 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. Report to the court regarding compliance with the parenting coordination process that could include recommendations to the court concerning how to more effectively implement the parenting coordination process;

G. Report to the court the extent of parents' compliance with other court orders [therapy, drug tests, child therapy] without providing a recommendation on what should be done regarding any lack of compliance;

H. Identify to the court the need for a decision on a particular parenting issue but not recommend the specific resolution of the decision;

I. Communicate with the parents and their child(ren), separately or together, in person, by telephone, or by e-mail; and

J. Provide information to health care providers and mental health providers for the parents and the child(ren), and to any other third parties, when reasonably deemed necessary by the parenting coordinator.

12. With the express consent of the parties and provided that there is no history or evidence of domestic violence which would make any of the following inappropriate, the court order appointing the parenting coordinator may

A. Provide the parenting coordinator with temporary decision-making authority to resolve non-substantive disputes between the parties until such time as a court order is entered modifying the decision.

B. Authorize the parenting coordinator to have access to confidential and privileged records;
and

C. Authorize the parenting coordinator to make recommendations to the court concerning non-substantive modifications to the Parenting Plan.

13. A parenting coordinator may not serve in any of the following roles for any party or other immediate family member for whom the parenting coordinator is providing or has provided parenting coordination services:

- A. Custody evaluator or investigator;
- B. Mediator pursuant to chapter 44, Florida Statutes;
- C. Psychotherapist;
- D. Guardian ad litem;
- E. Attorney; or
- F. Visitation Supervisor.

14. A parenting coordinator may not:

- A. Address financial matters between the parties;
- B. Make a recommendation to the court as to a substantive change in the Parenting Plan;
- C. Modify the substantive rights of the parties as provided in the parenting agreement or other valid order;

- D. If domestic violence is present or suspected, bring the parties within proximity of each other or facilitate party communication that could create the opportunity for violence or abuse or otherwise compromise the parenting coordination process;

- E. Release confidential information, which is otherwise protected, that the parenting

coordinator has received from other professionals except as may be ordered by the court or expressly agreed to by the necessary parties.

15. A parenting coordinator is not required to provide crisis intervention services or provide services during evenings or weekends.

16. The parenting coordinator shall work with both parents to resolve conflicts and may recommend appropriate resolution to the parties and their legal counsel prior to the parents seeking court action. In addition to complying with mandatory reporting requirements pursuant to chapters 39 and 415, Florida Statutes, the parenting coordinator, however, shall immediately communicate with the court, with concurrent notice to the parties, counsel or a guardian ad litem, in the event of an emergency in which:

A. A party or child is anticipated to suffer or is suffering abuse, neglect, or abandonment as defined in chapter 39, Florida Statutes;

B. A party or someone acting on his or her behalf, is expected to wrongfully remove or is wrongfully removing the child from the other parent and or the jurisdiction of the court without prior court approval. Wrongful removal is defined as the taking, keeping, or concealing of a child or children by a parent, other family member, or person acting on behalf of the parent or family member that deprives another individual of his or her custody or visitation rights. While removal of a child may not be wrongful if a court later determines that a parent fled to another state or another location within the state to avoid domestic violence, the parenting coordinator shall report such removal to the court in such a manner that does not jeopardize the safety of anyone.

C. A party obtains a final order of protection against domestic violence pursuant to chapter

741, Florida Statutes, or is arrested for an act of domestic violence as defined in chapter 741, Florida Statutes.

17. The parenting coordinator shall not communicate with the court without prior notice to the parties.

18. The parenting coordinator is appointed until discharged by the court or as provided in the order of appointment. The parenting coordinator may apply directly to the court for a discharge and shall provide the parties and counsel with notice of the application for discharge. The court may discharge the parenting coordinator without a hearing unless either party requests a hearing in writing within 10 days on the application for discharge.

19. Either party may seek to suspend or terminate the parenting coordination process by filing a motion with the court. The parenting coordinator's services may not be terminated by either of the parties without order of the court.

ORDERED on 13th December 2006.

_____/s_____
Frederick D. Smith, Chief Judge

IN THE CIRCUIT COURT OF THE _____ JUDICIAL CIRCUIT IN AND
FOR _____ COUNTY, FLORIDA
FAMILY DIVISION

IN RE: THE MARRIAGE OF

Petitioner,

and

CASE NO.

DIV.

Respondent.

_____ /

ORDER OF REFERRAL TO PARENTING COORDINATOR

This matter came before the court, on this ____ day of _____, 20__ . The court has determined that this case is appropriate for parenting coordination in accordance with Administrative Order 5.1121 and with consent of the parties. It is ORDERED:

1. Parenting Coordinator, Whose name, address and phone number are:

is hereby appointed as Parenting Coordinator for the parties with regard to the following minor child(ren) whose names and ages are: _____

2. Parties and Counsel

The father is _____ whose address is _____

_____ and whose phone number is _____ . He is

represented by _____.

The mother is _____, whose address is _____
_____, and whose
phone number is _____. She is represented by _____.

3. Expense Shared Equally

If the court determines that the parties have the financial abilities to pay the fees of the parenting coordinator and unless otherwise ordered, each parent shall be responsible for paying one-half of the costs of the parenting coordinator. The fees and costs shall be paid directly to the parenting coordinator as and when requested by the parenting coordinator. The court reserves jurisdiction to re-allocate the parties' responsibilities for fees and costs based upon the parties' ability to pay or if there is inequitable usage or abuse of the parenting coordination process as substantiated by the parenting coordinator. The parenting coordinator shall not proceed until he/she is satisfied with the terms and conditions of the payment for his/her services and unless all of his/her fees and costs are paid by the parties in a timely manner as ordered. In the event of nonpayment, the parenting coordinator shall write a letter to the court and the court will schedule a case management conference.

4. Parenting Coordinator's Role and Responsibilities

4.1 For the purposes of Parenting Coordination, a non-substantive change is a modification to the Parenting Plan that does not: 1) significantly change the quantity or decrease the quality of time the child spends with each parent; 2) modify the designation of primary or secondary residential parent or rotating custody status established in the Parenting Plan; 3) modify the overall designation of

shared or sole parental responsibility; or 4) modify or add any terms of supervised visitation.

4.2 The parenting coordinator shall have the following roles and responsibilities:

A. Monitor implementation of a voluntary or court-ordered Parenting Plan or parenting schedule;

B. Facilitate the resolution of disputes regarding the implementation of the Parenting Plan, the schedule, or parenting issues, provided such resolution does not involve a substantive change to the Parenting Plan. If there is a history of domestic violence, the parenting coordinator shall not facilitate negotiation of any issue unless the court has made a finding on the record that the history of domestic violence will not compromise the negotiation process. If the court has authorized the facilitation of negotiation when there is a history of domestic violence, the facilitation process shall not involve one party negotiating directly with the other or the parties being required to be present in the same place;

C. Recommend to parents strategies for implementing the Parenting Plan or resolving other parenting issues. 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. Recommend to the parents non-substantive changes to the Parenting Plan;

E. Educate the parents 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. Report to the court regarding compliance with the parenting coordination process that could include recommendations to the court about how to more effectively implement the parenting coordination process;

G. Report to the court the extent of the parents' compliance with other court orders [therapy, drug tests, child therapy] without providing a recommendation on what should be done regarding any lack of compliance;

H. Identify to the court the need for a decision on a particular parenting issue but not recommend the specific resolution of the decision;

I. Communicate with the parents and their child(ren), separately or together, in person, by telephone, or by e-mail;

J. Provide information to health care providers and mental health providers for the parents and the child(ren), and to any other third parties, when reasonably deemed necessary by the parenting coordinator.

4.3 With the consent of the parties and provided that there is no history or evidence of domestic violence which would make any of the following inappropriate, the parenting coordinator shall have these additional responsibilities and access if initialed by the judge:

- _____ A. Temporary decision-making authority to resolve non-substantive disputes between the parties until such time as a court order is entered modifying the decision.
- _____ B. Access to confidential and privileged records.
- _____ C. Making recommendations to the court concerning non-substantive modifications to the Parenting Plan.

5. Parenting Coordinator Limitations

5.1 A parenting coordinator may not serve in any of the following roles for any party or another member of the family for whom the parenting coordinator is providing or has provided parenting coordination services:

- A. Custody evaluator or investigator
- B. Mediator pursuant to chapter 44, Florida Statutes
- C. Psychotherapist
- D. Guardian Ad Litem
- E. Attorney
- F. Visitation Supervisor

5.2. A parenting coordinator may not:

- A. Address financial matters between the parties;

- B. Make a recommendation to court as to a substantive change in the Parenting Plan;
- C. Modify the substantive rights of the parties as provided in the parenting agreement or other valid order;
- D. If domestic violence is present or suspected, bring the parties within proximity of each other or facilitate party communication which would create the opportunity for violence or abuse or otherwise compromise the parenting coordination process;
- E. Release confidential information, which is otherwise protected, that the parenting coordinator has received from other professionals except as may be ordered by the court or expressly agreed to by the necessary parties.

5.3. A parenting coordinator is not required to provide crisis counseling or provide services during evenings or weekends.

6. Scheduling. Each parent is responsible for contacting the parenting coordinator within 10 days of this order to schedule an initial meeting. Subsequent appointments may be scheduled at the request of the parents or at the request of the parenting coordinator. In most instances such meetings will take place during normal business hours; however, every effort should be made to schedule appointments at mutually convenient times.

7. Emergency Communication with the Court

7.1 The parenting coordinator shall work with both parents to resolve conflicts and may recommend appropriate resolution to the parties and their legal counsel prior to the parents seeking court action.

In addition to complying with the mandatory reporting requirements pursuant to chapters 39 and 415, Florida Statutes, the parenting coordinator, however, shall immediately communicate with the

court, with concurrent notice to the parties, counsel, or a guardian ad litem, in the event of an emergency in which:

A. A party or child is anticipated to suffer or is suffering abuse, neglect, or abandonment as defined in chapter 39, Florida Statutes;

B. A party or someone acting on his or her behalf, is expected to wrongfully remove or is wrongfully removing the child from the other parent and the jurisdiction of the court without prior court approval. Wrongful removal is defined as the taking, keeping, or concealing of a child or children by a parent, other family member, or person acting on behalf of the parent or family member that deprives another individual of his or her custody or visitation rights. While removal of a child may not be wrongful if a court later determines that a parent fled to another state or another location within the state to avoid domestic violence, the parenting coordinator shall report such removal to the court in such a manner that does not jeopardize the safety of anyone;

C. A party obtains a final order of protection against domestic violence pursuant to chapter 741, Florida Statutes, or is arrested for an act of domestic violence as defined in chapter 741, Florida Statutes.

7.2 The parenting coordinator shall not communicate with the court without prior notice to the parties.

8. Domestic Violence. If, during the parenting coordination process, the court finds domestic violence issues which appear to compromise the safety of any person or the integrity of the process, the court will terminate the process.

9. Parenting Coordinator Reports and Appearances in Court

9.1 Copies of all parenting coordinator's reports to the court shall be sent to the parties, their attorneys, and the guardian ad litem. The parenting coordinator's reports are not confidential and may be presented to the court by the parties or counsel according to rules of evidence. In cases where there is a history domestic violence, the parenting coordinator shall take necessary steps to protect certain personal information about the victim that may be necessary to protect the safety of the victim and integrity of the parenting coordination process.

9.2 If either party wants the parenting coordinator to testify on any matter, he or she must first file a motion and notice of hearing and show good cause in the motion and at the hearing why the court should require the coordinator to testify. The coordinator must be given a copy of the motion and notice of hearing. The requesting party shall initially be responsible to compensate the parenting coordinator for his or her attendance at court.

9.3 During the term of appointment of the parenting coordinator, the court will schedule status conferences to monitor the parenting coordination process.

9.4 The parenting coordinator shall not be called as a witness in any court proceeding regarding change of primary residence except by order of court based on good cause shown in exceptional cases.

9.5 A parenting coordinator who is called to testify in a court proceeding is not automatically disqualified from participating in further parenting coordination efforts with the family. However, following such testimony, the court in its discretion may order substitution of a new parenting coordinator or the parenting coordinator may voluntarily determine that such substitution would be in the best interest of the child(ren).

10. Terms of Appointment.

10.1 The parenting coordinator is appointed until discharged by the court. The parenting coordinator may apply directly to the court for a discharge and shall provide the parties and counsel with notice of the application for discharge. The court may discharge the parenting coordinator without a hearing unless either party requests a hearing in writing within 10 days on the application for discharge.

10.2 Either party may seek to suspend or terminate the parenting coordination process by filing a motion with the court. The parenting coordinator's services may not be terminated by either of the parties without order of the court.

10.3 In the event that the parenting coordinator is discharged, the court will furnish a copy of the termination to the parenting coordinator and the parties.

11. Reservation of Jurisdiction or Incorporation of Negotiated or Agreed Matters into Enforceable Court Orders. One of the goals of the parenting coordinator is to encourage parties to harmoniously resolve shared parenting issues without the need for court intervention. The parties may desire, however, to memorialize an agreement and have it ratified and approved by court order. There may be occasions when the parties deem it prudent to have a negotiated or agreed matter memorialized in an enforceable court order. The parties, or their counsel if they are represented, may accomplish this by filing a stipulation signed by both parties and a proposed order. In that instance, the court will determine whether a hearing is required.

This court specifically reserves jurisdiction to enforce the terms and conditions of this Order and to modify same according to law.

ORDERED in _____, Florida on this ____ day of _____, _____.

CIRCUIT JUDGE

Pursuant to Rule 12.080, Fla. Fam. Law Rule, conformed copies have been mailed this ____ day of _____, _____, to the following:

Attorney for Petitioner
Attorney for Respondent
Parenting Coordinator

Attachment B: Comprehensive Parenting Coordination Training

A Comprehensive Training Program in Parenting Coordination shall be a minimum of 20 hours in length and shall include all of the following topics:

A. Parenting Coordination Concepts and Ethics

1. principles and functions which define the parenting coordinator's role and distinguish it from the other forms of dispute resolution intervention
2. limitations of the parenting coordinator
3. examples of ethical dilemmas that may confront parenting coordinators and how to avoid them.
4. ethical issues concerning the parenting coordinators disclosure and non-disclosure both in relation to the entire parenting coordination process and separate sessions within the process
5. responding to complaints against the parenting coordinator
6. understanding concepts of confidentiality and privilege regarding information obtained by the parenting coordinator

B Family Dynamics in Separation and Divorce

1. impact divorce has on individuals and on family dynamics and the implications for the parenting coordination process
2. psychological research and theories applicable to the interventions for families that display high conflict co-parenting patterns
3. impact of emotions on a party's ability to effectively participate in the parenting coordination process
4. impact of grandparents, stepparents and significant others on family systems and the parenting coordination process
5. needs of children and the effects of divorce on their relationships with their mother, father, step families, siblings and others in the family relationship
6. impact the parenting coordination process can have on the child(ren)'s well-being and behavior and recognize when and how to involve children in the parenting coordination process
7. concepts of co-parenting and shared parental responsibility
8. child(ren)'s developmental stages and how they relate to divorce and parenting arrangements
9. impact of parental conflict on child(ren)'s well-being, and the phenomena of parental alienation and estrangement and its many causes, including bona fide parental abuse and/or neglect
10. options for parenting arrangements which consider the needs of the child(ren) and each parent's capacity to parent

C. Parenting Coordination Process

1. stages and components of the parenting coordination process including "teaching," "facilitation," and "arbitration" stages, and when and how to switch between stages
2. role of the parenting coordinator in structuring the parenting coordination process
3. personal experiences, biases, prejudices, and styles which are the product of one's background which may affect the ability to offer parenting coordination services

4. socio-economic, cultural, racial, ethnic, age, gender, religious, sexual orientation and disability issues which may arise in parenting coordination and/or affect the parties' negotiation style, ability or willingness to engage in the parenting coordination process
5. situations in which participation of non-parties (e.g.: grandparents, children, new spouses) may be necessary in the parenting coordination process
6. identification of issues which are appropriate for parenting coordination and those that are not appropriate
7. identification of individuals who are appropriate to participate in the parenting coordination process and those who may not be appropriate
8. situations in which the parenting coordinator should suggest that the parties contact independent legal counsel, postpone or cancel the parenting coordination session, suspend the parenting coordination process, or refer the parties to other resources.
9. special needs of the pro se party.
10. appropriate interaction between the parenting coordinator and parties' attorneys and the elements and impact of the attorney/client relationship on the parenting coordination process

D. Parenting Coordination Techniques

1. empathy, building rapport, establishing trust, setting a cooperative tone, sympathetic listening and questioning, empowering parties, and remaining non-judgmental
2. creating, developing, monitoring, and modifying a Parenting Plan
3. use of outside experts
4. assisting parties in deciding on appropriate community and social service resources, including for domestic violence situations
5. clarifying party's unproductive behavior and handling difficult situations
6. applying useful psychological research and theories concerning parents, children and families that apply to the parenting coordination process
7. setting boundaries as a parenting coordinator, including how to construct safety procedures for those participating in the parenting coordination process, particularly if there is evidence of domestic violence
8. maintaining appropriate records
9. avoiding burn-out by understanding effects of toxic clients on the parenting coordinator
10. promoting awareness by the parties of the interest of persons affected by actual or potential agreements who are not represented during the parenting coordination process.

E. Family Court Procedures

1. role of the parenting coordinator as an extension of the court
2. forms pertaining to parenting coordination and circuit specific procedures
3. legal concepts such as geographic relocation, equitable distribution, modification, impact of parenting time on child support calculations, due process, ex parte communication, and privilege
4. statutory constraints where domestic violence exists

5. reasons that a parenting coordinator should 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

6. roles of other professional disciplines in the parenting coordination process and promotion of cooperation between parenting coordinators and other professionals, including attorneys and GALs

7. interface with the court system, including the appointment and discharge process of a parenting coordinator

F. Domestic Violence, Child Abuse and Neglect and Other Special Needs

1. ramifications of domestic violence on the parenting coordination process including the impact domestic violence has on the parties and their capacity to participate meaningfully in the parenting coordination sessions

2. impact of and restrictions imposed by an injunction for protection against domestic violence, a party's criminal arrest or conviction of domestic violence or other evidence of domestic violence, on the parties' interaction with each other and their child(ren).

3. indicators of domestic violence

4. impact of domestic violence on children

5. identify appropriate courses of action when confronted with domestic violence during the parenting coordination process

6. impact of substance abuse on the parenting coordination process

7. appropriate courses of action when confronted with substance abuse during the parenting coordination process.

8. implications of a referral of parties to services for child or vulnerable adult protection, and the issue of confidentiality as it applies to each

9. American with Disabilities Act (ADA) requirements and strategies for handling situations when faced with disability issues or special needs, including the need for interpreters

10. impact of the involvement of the Department of Children and Families or pending dependency proceedings on the parties' interaction with each other and their child(ren)

11. indicators of child abuse and/or neglect and the process and duty to report allegations of child abuse and/or neglect.