



## PARENT COORDINATOR APPLICATION

11<sup>TH</sup> JUDICIAL CIRCUIT OF FLORIDA

FAMILY COURT DIVISION

Forward When Completed To:

Family Court Services, Lawson E. Thomas Courthouse Center  
175 NW 1<sup>st</sup> Avenue, Suite 1503, Miami, FL 33128 Tel: (305) 349-5508 Fax: (305) 349-5634

Name \_\_\_\_\_

Present Employment \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

### Other pertinent professional experience?

\_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_ year \_\_\_\_\_

Check all that apply:

Licensed Mental Health Professional under Florida Chapter 490 or 491, # \_\_\_\_\_

Physician under Florida Chapter 458 with Certification by American Board of Psychiatry and Neurology, # \_\_\_\_\_

Florida Supreme Court Certified Family Law Mediator, # \_\_\_\_\_

Member in Good Standing of The Florida Bar, # \_\_\_\_\_

Check all that have been completed (please provide documentation as attachments):

Three years post licensure or post certification practice

Mediation training program certified by the Florida Supreme Court

Minimum of 24 hours of parenting coordination training / check all included:

Parenting coordination concepts and ethics

Family systems theory and application

Family dynamics in separation and divorce

Child and adolescent development

The parenting coordination process

Parenting coordination techniques

High conflict divorce resolution techniques

Knowledge of the legal facets of divorce

Florida family law and procedure

Trainer \_\_\_\_\_ Year \_\_\_\_\_

Trainer \_\_\_\_\_ Year \_\_\_\_\_

Minimum of 4 hours of training in domestic violence and child abuse related to parenting coordination

Trainer \_\_\_\_\_ Year \_\_\_\_\_

Trainer \_\_\_\_\_ Year \_\_\_\_\_

Check each that apply:

Yes  No Have been convicted or had adjudication withheld on a charge of child abuse, child neglect, domestic violence, parental kidnapping, or interference with custody

Yes  No Have been found by a court in a child protection hearing to have abused, neglected, or abandoned a child

Yes  No Have consented to an adjudication or a withholding of adjudication on a petition for dependency

Yes  No Have been or am currently a respondent in a final judgment of injunction for protection in a petition for dependency

**Education:** Degree \_\_\_\_\_ year \_\_\_\_\_ Degree \_\_\_\_\_ year \_\_\_\_\_  
Degree \_\_\_\_\_ year \_\_\_\_\_ Degree \_\_\_\_\_ year \_\_\_\_\_

List all languages you speak fluently: \_\_\_\_\_

**Detail your experience in the following areas:**

- Do you provide services to high conflict families? Yes  No  How many cases? \_\_\_\_\_  
In what capacity? \_\_\_\_\_
- Do you provide documentation to the Court? Yes  No  Please describe \_\_\_\_\_  
\_\_\_\_\_
- Do you routinely screen for domestic violence and abuse? Yes  No  Please describe \_\_\_\_\_  
\_\_\_\_\_
- Do you collaborate with attorneys/Guardians Ad Litem in the family court system? Yes  No   
Please explain: \_\_\_\_\_
- Do you provide testimony in Family Court cases? Yes  No  How often? \_\_\_\_\_  
In what capacity? \_\_\_\_\_
- Do you provide parent education? Yes  No  Describe in detail \_\_\_\_\_  
\_\_\_\_\_
- Do you provide referrals to community/private providers? Yes  No  For what services?  
\_\_\_\_\_
- Specific training, presentations, articles authored, or experience to demonstrate your expertise in the following areas:
  - High conflict resolution techniques including mediation \_\_\_\_\_  
\_\_\_\_\_
  - Child adjustment issues specific to divorce \_\_\_\_\_  
\_\_\_\_\_
  - Parental alienation and estrangement \_\_\_\_\_  
\_\_\_\_\_
  - Parenting skills \_\_\_\_\_  
\_\_\_\_\_
  - Legal aspects of divorce including the concepts of shared responsibility and co-parenting \_\_\_\_\_  
\_\_\_\_\_
  - Time-sharing options/parenting plan \_\_\_\_\_  
\_\_\_\_\_
  - Legal terminology regarding divorce/separation/family legal proceedings \_\_\_\_\_  
\_\_\_\_\_
  - Family violence or abuse \_\_\_\_\_  
\_\_\_\_\_
- Willingness to work with cases with active Domestic Violence Injunction / Stay-Away Order: Yes  No
- Describe fee structure / sliding scale fee: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please attach Curriculum Vitae/copy professional license and/or certification, and documentation of relevant training

**APPLICATION FOR INCLUSION ON THE  
PARENTING COORDINATOR LIST FOR THE 11<sup>TH</sup> JUDICIAL CIRCUIT**

**What is a Parenting Coordinator?**

“Parenting Coordination” is a process developed by an impartial third person called a parenting coordinator that helps the parties implement their parenting plan by facilitating the resolution of disputes between parents and/or legal guardians, by 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.

A “Parenting Plan” is either a temporary or final order established by the court setting out the nature and extent of contact between the child(ren) and each parent and other parental responsibility issues.

**Family Court Services of the 11<sup>th</sup> Judicial Circuit maintains a list of parenting coordinators that meet qualifications as specified in Florida Statute 61.125, and who have complete the circuit specific training on 11<sup>th</sup> Circuit procedures, in order to provide quality services to family law litigants in need of parenting coordination. To apply for inclusion on the list of parenting coordinators in the 11<sup>th</sup> Judicial Circuit, please complete the attached application form and submit photocopies of the following:**

1. Your current professional license(s) and/or Florida Supreme Court Family Mediation Certification;
2. Your curriculum vitae (include details of your education and training, employment, experience, advanced credentials/recognition, publications, etc.);
3. Your current professional liability insurance policy that shows limits of liability and expiration date, if available;
4. Proof of completion of Supreme Court approved family mediation training;
5. Proof of completion of 24 hours parenting coordination training;
6. Proof of at least 4 hours of training on domestic violence and abuse pertinent to parenting coordination;
7. Any other information that you feel might be relevant as your application is reviewed. This might include a brief description of special training or experience that might enhance your performance as a parenting coordinator.

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**Parenting Coordinator Applicant's Statement**  
**(Read carefully before signing)**

A Qualified Parenting Coordinator shall abide by the ethical and other professional standards imposed by his or her licensing authority, certification board, or both, as applicable. According to Florida Statute 61.125, effective October 1, 2009, there are certain circumstances when the court shall not appoint a person to serve as parenting coordinator. A parenting coordinator shall not provide any services to either party that would impair the parenting coordinator's ability to be neutral.

A Parenting Coordinator should not accept an appointment to serve in a matter that presents an apparent or undisclosed conflict of interest. A conflict of interest arises when any relationship between the parenting coordinator and either party compromises or appears to compromise the parenting coordinator's ability to serve. The burden of disclosure of any potential conflict of interest rests on the parenting coordinator. Disclosure shall be made as soon as practical after the parenting coordinator becomes aware of the potential conflict of interest. If a parenting coordinator makes an appropriate disclosure of a conflict of interest or a potential conflict of interest, he or she may serve if all parties agree. However, if a conflict of interest substantially impairs a parenting coordinator's ability to serve, the parenting coordinator shall decline the appointment or withdraw regardless of the express agreement of the parties.

This self-report will serve as verification that the following has not occurred, and must be signed before a parenting coordinator is included in the Family Court Services Parenting Coordinator Resource List.

By this self-report, I, \_\_\_\_\_, am confirming the following:

1. I meet the qualifications in section 61.125(4), Florida Statutes.
2. I understand my role, responsibility, and authority under the 11<sup>th</sup> Circuit Court Order of Referral to Parenting Coordinator and section 61.125, Florida Statutes.
3. I will not accept the designation as parenting coordinator in any case in which I am not aware of any conflict, circumstance, or reason that renders me unable to serve as the parenting coordinator for that matter and I will immediately inform the court and the parties if such arises.
4. I affirm that:
  - A. I have not been convicted nor had adjudication withheld on a charge of child abuse, child neglect, domestic violence, parental kidnapping or interference with custody, in any jurisdiction;
  - B. I have not been found by a court in a child protection hearing to have, abused, neglected, or abandoned a child, in any jurisdiction;

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**Parenting Coordinator Self-Report Regarding Qualifications**  
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C. I have not consented to an adjudication or a withhold of adjudication of a petition for dependency in any jurisdiction; or

D. I am not and have never been a respondent in a final order of protection against domestic violence in any jurisdiction.

E. I shall report to the court immediately if any of the circumstances described in (A) – (D) occur, so the court can appoint a new parenting coordinator if the process is to continue.

5. I understand that it is my responsibility to inform Family Court Services if any of the above information changes and I am no longer qualified to perform in the capacity of parenting coordinator in the 11<sup>th</sup> Judicial Circuit.

I certify that all of the information above and contained in this application and its attachments is true, complete, and correct to the best of my knowledge and belief. I further understand that any false or incomplete information knowingly provided may be grounds for immediate rejection of my application or dismissal as a parenting coordinator. I understand and agree that the burden for producing adequate information for proper evaluation of my professional competence, character, ethics and other qualifications and for resolving any doubts about such qualifications is solely my responsibility. In making this application, I signify my willingness to appear for interview or provide additional information, and authorize contacting my references, employers, and any other persons or entities who may have information regarding my competence, character, and ethical qualifications. I consent to the examination of all records that may be pertinent to the evaluation of my applications and my credentials. I release from any liability all individuals and organizations who provide information or make recommendations in good faith concerning my competence, ethics, character, and other qualifications pertaining to this application.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**When complete please mail application to:**

**Family Court Services**  
**Community Resource Specialist**  
**175 NW 1<sup>st</sup> Avenue, 15<sup>th</sup> Floor**  
**Miami Florida 33128**

**OR FAX: 305-349-5634**

