

**THE ELEVENTH JUDICIAL CIRCUIT  
MIAMI-DADE COUNTY, FLORIDA**

**CASE NO. 23-1  
(Court Administration)**

**ADMINISTRATIVE ORDER  
NO. 09-15 A2  
(Amending AO No. 09-15 A1)**

**IN RE: AMENDING PARENTING  
COORDINATION IN FAMILY LAW  
CASES AND ESTABLISHING A  
ROSTER OF QUALIFIED PARENTING  
COORDINATORS**

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**WHEREAS**, pursuant to Administrative Order No. 09-15 A1, entered on October 6, 2014, this Circuit amended certain procedures for the proper administration of parenting coordination in family law cases; and

**WHEREAS**, subsequent to the effective date of Administrative Order No. 09-15 A1, the Florida Supreme Court adopted amendments to the Rules for Qualified and Court-Appointed Parenting Coordinators. *In re Amendments to Florida Rules for Qualified & Court-Appointed Parenting Coordinators*, 345 So. 3d 714 (Fla. 2021).

**WHEREAS**, pursuant to such Amendments, the Florida Supreme Court, inter alia, requires that each judicial circuit establish and maintain a roster of qualified parenting coordinators from which a trial court may appoint a qualified parenting coordinator;

**NOW, THEREFORE**, pursuant to the authority vested in me as Chief Judge of the Eleventh Judicial Circuit of Florida, under Rule 2.215 of the Florida Rules of General Practice and Judicial Administration, it is hereby **ORDERED**:

1. The Eleventh Judicial Circuit of Florida, pursuant to Rule 15.000(a)(3) of the Florida Rules for Qualified and Court-Appointed Parenting Coordinators, hereby establishes its roster of qualified parenting coordinators ("Roster") from which the trial courts may appoint parenting coordinators.
2. The Eleventh Judicial Circuit, pursuant to Rules 15.000(a)(1) and 15.010(a) of the Florida Rules for Qualified and Court-Appointed Parenting Coordinators, designates that the Manager of Family Court Services shall maintain the Roster.
3. The Manager of Family Court Services, pursuant to Rule 15.000(a)(1) and 15.000(c) of the Florida Rules for Qualified and Court-Appointed Parenting Coordinators, shall provide application forms to individuals who wish to be included on the Roster, receive applications from individuals who wish to be included on the Roster, and review the

applications to determine whether the individual is qualified to serve as a parenting coordinator.

4. The Manager of Family Court Services, pursuant to Rule 15.010(a)(1) and 15.020 of the Florida Rules for Qualified and Court-Appointed Parenting Coordinators, shall receive and review renewal applications to determine whether individuals on the Roster remain qualified to serve as parenting coordinators, and shall periodically review the Roster to ensure that individuals on the Roster continue to be qualified.
5. Individuals who wish to be included on the Roster shall submit an application to the Manager of Family Court Services. To be included on the Roster, they must be qualified to serve as parenting coordinators in accordance with section 61.125 of the Florida Statutes and as required by the Florida Rules for Qualified and Court-Appointed Parenting Coordinators.
6. Qualified parenting coordinators included on the Roster shall immediately notify the Manager of Family Court Services of any changes which may affect their qualification to serve as a parenting coordinator.
7. Qualified parenting coordinators included on the Roster shall renew their qualifications for inclusion on the roster no later than December 31st of every odd-number calendar year in accordance with Rule 15.020 of the Florida Rules for Qualified and Court-Appointed Parenting Coordinators.
8. Pursuant to Rule 15.010(b) of the Florida Rules for Qualified and Court-Appointed Parenting Coordinators, any appeal pertaining to a parenting coordinator's inclusion or removal from the Roster shall be heard by the Chief Judge or the Chief Judge's designee, and the decision shall be final.
9. The following forms, attached hereto, replace any prior versions of the same name and are hereby adopted and shall be used in carrying out the provisions of section 61.125 of the Florida Statutes:
  - a. Attachment "A" – Order of Referral to Parenting Coordinator
  - b. Attachment "B" – Response by Parenting Coordinator;
  - c. Attachment "C" – Parenting Coordinator Report of an Emergency;
  - d. Attachment "D" – Parenting Coordinator's Request for Case Management Conference;
  - e. Attachment "E" – Report of General Magistrate on Motion for Referral to Parenting Coordinator.

Except as herein amended, Administrative Orders No. 09-15 and No. 09-15 A1 shall remain in full force and effect. This Order shall take effect immediately and shall remain in effect until further order of the Court.

**DONE AND ORDERED** in Chambers at Miami-Dade, Florida, this 9th day of May, 2023.

**NUSHIN G. SAYFIE, CHIEF JUDGE  
ELEVENTH JUDICIAL CIRCUIT**



**D. History of Domestic Violence.**

Based on testimony and evidence presented and a review of related court records, the court has determined:

[Choose **all** that apply]

- There is no history of domestic violence.
  
- There has been a history of domestic violence, and:
  - 1.  Each party has had an opportunity to consult with an attorney or domestic violence advocate before this Court has accepted the parties' consent; and
  - 2.  Each party has consented to this referral and the consent has been given freely and voluntarily.

It is therefore, **ORDERED:**

**1. Qualified Parenting Coordinator.**

The parties are referred to parenting coordination for an initial period of \_\_\_\_\_ months (not to exceed two years).

- a. The parenting coordinator shall file a response to this Order within (30) days either accepting or declining the appointment. The response to the appointment must be in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(b).
- b. The parties or their attorneys must provide to the parenting coordinator copies of all pleadings and orders related to domestic violence and any other pleadings and orders requested by the parenting coordinator related to parenting coordination.

**2. Meetings.**

Unless prohibited herein as a domestic violence safeguard or by another court order, the parenting coordinator may meet with the parties and/or child(ren) together or separately, in person or by any electronic means.

**3. Domestic Violence Safeguards.**

The parties shall adhere to all provisions of any injunction for protection or conditions of bail, probation, or a sentence arising from criminal proceedings. In addition to any safety measures the parenting coordinator deems necessary, the following domestic violence safeguards must be implemented:

[Choose all that apply]

- None are necessary.
- No joint meetings.
- No direct negotiations.
- No direct communications.
- Other:

**4. Role, Responsibility, and Authority of Parenting Coordinator.**

The parenting coordinator shall have the following role, responsibility, and authority:

- a. Assisting the parties in creating and implementing a parenting plan.

- b. Facilitating the resolution of disputes regarding the creation or implementation of the Parenting Plan.
- c. Recommending to the parents strategies for creating or implementing the Parenting Plan. 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. Recommending to the parents changes to the Parenting Plan.
- e. Educating the parties 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 individually and/or 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. Reporting or communicating with the court concerning nonconfidential matters as provided in paragraph 9 of this Order. In the event the parenting coordinator is unable to adequately perform the duties in accordance with the court's direction, the parenting coordinator shall file a written request for a status conference and the court shall set a timely status hearing. The request for status conference must be in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(d). A report to the court of an emergency pursuant to section 61.125(8), Florida Statutes, must be in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(c).
- g. Communicating with the parties and their child(ren), separately or together, in person or by telephone, unless otherwise prohibited by court order or applicable law.

**5. Fees and Costs for Parenting Coordination.**

[Choose all that apply]

- a.  The parties have consented to this referral to parenting coordination.
- b.  This order is without the consent of the parties, but the Court has determined that the parties have the financial ability to pay the parenting coordination fees and costs
- c.  The Court allocates payment of fees and costs for parenting coordination as follows:

Hourly rate of compensation shall not exceed \$ \_\_\_\_\_, unless the parties otherwise agree.

\_\_\_\_\_ % shall be paid by the Father.

\_\_\_\_\_ % shall be paid by the Mother.

Other:

6. If a party causes the parenting coordinator to expend an unreasonable and unnecessary amount of time, that party may be held solely responsible for payment of the parenting coordinator's fees and costs for such time expended. The court reserves jurisdiction to reallocate the payment of fees and costs in that event. Failure to pay the parenting coordinator's fees and costs in a timely manner may subject the party to sanctions for contempt of court.
7. The parenting coordinator shall not proceed until he/she is satisfied with the terms and conditions of payment for his/her services. Further, the parenting coordinator shall not perform nor continue to perform the parenting coordination services in this case unless all of his/her fees and costs are paid by the parties as ordered, and, in the event of nonpayment, the parenting coordinator shall file a Request for Status Conference, and the court will address the issue of non-payment of fees and costs.
8. **Rules of Engagement.**
  - a. **The attorneys and parties shall communicate with the parenting coordinator in a timely and respectful manner in all oral (whether in person or virtual), written, and electronic communication.**
  - b. **The attorneys and parties shall not request documentation and/or information from the professional beyond the scope of the parenting coordinator's role.**
  - c. **Attorneys and parties shall not engage in excessive communication or requests with the parenting coordinator.**
  - d. **Attorneys shall be responsible for explaining the Order and Rules of Engagement to their clients.**
  - e. **The parenting coordinator has a right to bring any concerns regarding the Rules of Engagement to this Court and request a Case Management Conference, including excessive communication by any party or any failure to adhere to the rules.**
  - f. **A violation of any of the above rules may result in the court imposing sanctions against the offending party, the offending party's attorney, or both, as provided by Florida law.**

9. **Waiver.**

The parenting coordinator is hereby authorized to receive related information without written or verbal authorization from any third-party mental health professional including, but not limited to, both current or immediate past reunification/alienation therapists, children's therapists, parties' individual therapists, family therapists, psychologists, psychiatrists, treating the parties and/or child(ren) solely for the purpose of furthering their respective role as a parenting coordinator.

10. **Confidentiality.**

All communications made by, between, or among the parties and the parenting coordinator during parenting coordination sessions are confidential. The parenting coordinator and each party may not testify or offer evidence about communications made by a party or the parenting coordinator during the parenting coordination sessions, except if:

- a. Necessary to identify, authenticate, confirm, or deny a written agreement entered into by the parties during parenting coordination.

- b. The testimony or evidence is necessary to identify an issue for resolution by the court without otherwise disclosing communications made by any party or the parenting coordinator.
- c. The testimony or evidence is limited to the subject of a party's compliance with this Order of Referral to Parenting Coordinator, orders for psychological evaluation, counseling ordered by the court or recommended by a health care provider, or for substance abuse testing or treatment.
- d. The parenting coordinator reports that the case is no longer appropriate for parenting coordination.
- e. The parenting coordinator reports that he or she is unable or unwilling to continue to serve and that a successor parenting coordinator should be appointed.
- f. The testimony or evidence is necessary pursuant to section 61.125(5)(b) or section 61.125(8), Florida Statutes.
- g. The parenting coordinator is not qualified to address or resolve certain issues in the case and a more qualified coordinator should be appointed.
- h. The parties agree that the testimony or evidence be permitted.
- i. The testimony or evidence is necessary to protect any person from future acts that would constitute domestic violence under Chapter 741, Florida Statutes; child abuse, neglect, or abandonment under Chapter 39, Florida Statutes; or abuse, neglect, or exploitation of an elderly or disabled adult under Chapter 825, Florida Statutes.

**11. Agreement on Nonconfidentiality.**

The parties can agree to waive confidentiality of a specific communication or all communications. The waiver must be in writing, signed by the parties and their respective counsel. The waiver shall be filed with the court and a copy served on the parenting coordinator. Either party may revoke their waiver of confidentiality by providing written notice signed by the party. The revocation shall be filed with the court and a copy served on the other party and the parenting coordinator.

**12. Withdrawal Procedure.**

With Court approval, the parenting coordinator may withdraw from the role of parenting coordinator. The parenting coordinator shall apply directly to the Court with a request to be discharged and shall provide notice to the parties and their counsel of their request to withdraw. Either party may seek to terminate the parenting coordinator's services by filing a motion with the Court. The parenting coordinator's services may not be terminated by either of the parties (or at the request of both parties) without order of this Court.

**13. Reservation of Jurisdiction.**

This Court specifically reserves jurisdiction to enforce and/or modify the terms and conditions of this Order of Referral.

**14. Stipulation.**

Any written stipulation of parties to utilize the parenting coordination process filed with this Court is incorporated into this Order.

**DONE** and **ORDERED** in Miami-Dade County, Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

\_\_\_\_\_  
Circuit Court Judge

Copies to:

- Family Court Services
- Petitioner
- Petitioner's Counsel
- Respondent
- Respondent's Counsel
- Guardian ad Litem
- Other: \_\_\_\_\_



IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT  
IN AND FOR MIAMI-DADE COUNTY, FLORIDA  
**FAMILY DIVISION**

**PETITIONER,** **CASE NUMBER:**  
v. **SECTION:**  
**RESPONDENT.**  
\_\_\_\_\_ /

**RESPONSE BY PARENTING COORDINATOR**

I, (Name) \_\_\_\_\_, notify the Court and affirm the following:

1. Acceptance. (Choose only **one**)

- I accept the appointment as parenting coordinator.
- I decline the appointment as parenting coordinator.

2. Qualifications. (Choose only **one**)

- I meet the qualifications in section 61.125(4), Florida Statutes.
- I do not meet the qualifications in section 61.125(4), Florida Statutes. However, the parties have chosen me by mutual consent, and I believe I can perform the services of a parenting coordinator because:

\_\_\_\_\_  
\_\_\_\_\_

- 3. I am not aware of any conflict, circumstance, or reason that renders me unable to serve as the parenting coordinator in this matter and I will immediately inform the Court and the parties if such arises.
- 4. I understand my role, responsibility, and authority under the Order of Referral to Parenting Coordinator, Florida Family Law Rules of Procedure Form 12.984(a); section 61.125, Florida Statutes; Florida Family Law Rule of Procedure 12.742; and Rules for Qualified and Court Appointed Parenting Coordinators.

**I hereby affirm the truth of the statements in this acceptance and understand that if I make any false representations in this acceptance, I am subject to sanctions by the Court.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parenting Coordinator

Name:  
Address:  
City, State, Zip:  
Telephone No.:  
Email:  
Professional License # (if applicable):  
Professional Certification # (if applicable):

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**I certify that a copy of this document was [check all used] sent to the individuals listed below on .**

- |  |                                    |                                   |                                  |   |
|--|------------------------------------|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Petitioner:             | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Counsel for Petitioner: | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Respondent:             | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Counsel for Respondent: | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Family Court Services:  | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Other:                  | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |

**IF A NONLAWYER HELPED YOU FILL OUT THIS FORM, HE/SHE MUST FILL IN THE BLANKS BELOW:**

[fill in **all** blanks]

This form was completed with the assistance of:

{name of individual} \_\_\_\_\_,

{name of business} \_\_\_\_\_,

{address} \_\_\_\_\_,

{city} \_\_\_\_\_, {state} \_\_\_\_\_, {zip code} \_\_\_\_\_, {telephone number} \_\_\_\_\_.

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT  
IN AND FOR MIAMI-DADE COUNTY, FLORIDA  
**FAMILY DIVISION**

**PETITIONER,** **CASE NUMBER:**  
v. **SECTION:**  
**RESPONDENT.**  
\_\_\_\_\_ /

**PARENTING COORDINATOR REPORT OF AN EMERGENCY**

The undersigned parenting coordinator reports an emergency to the Court and states the following:

1.  With notice to the parties. A party has obtained a final order or injunction of protection against domestic violence or has been arrested for an act of domestic violence as provided under chapter 741, F.S.
2.  Without notice to the parties pursuant to section 61.125 (8)(a), Florida Statutes, because:  
(Check all that apply)
  - a.  There is a reasonable cause to suspect that a child will suffer or is suffering abuse, neglect, or abandonment as provided under Chapter 39, Florida Statutes.
  - b.  There is a reasonable cause to suspect a vulnerable adult has or is being abused, neglected, or exploited as provided under Chapter 415, Florida Statutes.
  - c.  A party, or someone acting on a party's behalf, is expected to wrongfully remove or is wrongfully removing the child from the jurisdiction of the Court without prior approval or compliance with the requirements of Section 61.13001, Florida Statutes.
3. Describe the emergency: \_\_\_\_\_.

**VERIFICATION BY PARENTING COORDINATOR**

I, \_\_\_\_\_ (name of parenting coordinator) do hereby swear or affirm that the facts contained in this Parenting Coordinator Report of an Emergency are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parenting Coordinator

Printed Name:  
Address:  
City, State, Zip:  
Telephone Number:  
Email:  
Professional License # (if applicable):  
Professional Certification # (if applicable):

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STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to or affirmed and signed before me on \_\_\_\_\_ by \_\_\_\_\_ .

\_\_\_\_\_  
NOTARY PUBLIC or DEPUTY CLERK

\_\_\_\_\_  
[Print, type, or stamp commissioned name of notary  
or deputy clerk.]

\_\_\_\_\_ Personally known  
\_\_\_\_\_ Produced identification  
\_\_\_\_\_ Type of identification produced \_\_\_\_\_

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**I certify that a copy of this document was [check all used] sent to the individuals listed below on [date] \_\_\_\_\_ .**

- |  |                                    |                                   |                                  |   |
|--|------------------------------------|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Presiding Judge:        | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Family Court Services:  | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Petitioner:             | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Counsel for Petitioner: | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Respondent:             | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Counsel for Respondent: | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Other:                  | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |

IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT  
IN AND FOR MIAMI-DADE COUNTY, FLORIDA  
**FAMILY DIVISION**

**PETITIONER,**  
v.  
**RESPONDENT.** \_\_\_\_\_ /

**CASE NUMBER:**  
**SECTION:**

**PARENTING COORDINATOR’S REQUEST FOR CASE MANAGEMENT CONFERENCE**

The undersigned is the court-appointed Parenting Coordinator and is hereby requesting a Case Management Conference on the above-mentioned case due to the following:

1.  To request direction from the Court concerning  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2.  To request resolution by the Court regarding  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
3.  To report the  Petitioner’s  Respondent’s non-compliance with the Order of Referral to Parenting Coordinator, orders for psychological evaluation, counseling ordered by the Court or recommended by a health care provider, or for substance abuse testing/treatment.
4.  To report that the case is no longer appropriate for parenting coordination.
5.  To report that the undersigned parenting coordinator is not qualified to address or resolve certain issues in this case and a more qualified successor parenting coordinator should be appointed.
6.  The undersigned parenting coordinator is unable or unwilling to continue to serve and a successor parenting coordinator should be appointed.

**WHEREFORE**, the undersigned Parenting Coordinator requests that a Case Management Conference be set by the Court.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parenting Coordinator

Name:  
Address:  
City, State, Zip:  
Telephone No.:  
Email:  
Professional License # (if applicable):  
Professional Certification # (if applicable):

---

**I certify that a copy of this document was sent to the individuals listed below on \_\_\_\_\_ .**

- |  |                                    |                                   |                                  |   |
|--|------------------------------------|-----------------------------------|----------------------------------|---|
| <input type="checkbox"/> Petitioner:             | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Counsel for Petitioner: | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Respondent:             | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Counsel for Respondent: | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Family Court Services:  | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |
| <input type="checkbox"/> Other:                  | <input type="checkbox"/> via email | <input type="checkbox"/> via mail | <input type="checkbox"/> via fax | <input type="checkbox"/> hand-delivered |



**Telephone No.:** (305) 349-5508  
**Fax No.:** (305) 349-5634  
**Email:** [FCSRequest@jud11.flcourts.org](mailto:FCSRequest@jud11.flcourts.org)

**D. History of Domestic Violence.**

Based on testimony and evidence presented and a review of related court records, the court has determined:

[Choose **all** that apply]

- There is no history of domestic violence.
  
- There has been a history of domestic violence, and:
  - 1.  Each party has had an opportunity to consult with an attorney or domestic violence advocate before this Court has accepted the parties' consent; and
  - 2.  Each party has consented to this referral and the consent has been given freely and voluntarily.

It is therefore, **RECOMMENDED:**

**1. Qualified Parenting Coordinator.**

The parties are referred to parenting coordination for an initial period of \_\_\_\_\_ months (not to exceed two years).

- a. The parenting coordinator shall file a response to this Order within (30) days either accepting or declining the appointment. The response to the appointment must be in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(b).
- b. The parties or their attorneys must provide to the parenting coordinator copies of all pleadings and orders related to domestic violence and any other pleadings and orders requested by the parenting coordinator related to parenting coordination.

**2. Meetings.**

Unless prohibited herein as a domestic violence safeguard or by another court order, the parenting coordinator may meet with the parties and/or child(ren) together or separately, in person or by any electronic means.

**3. Domestic Violence Safeguards.**

The parties shall adhere to all provisions of any injunction for protection or conditions of bail, probation, or a sentence arising from criminal proceedings. In addition to any safety measures the parenting coordinator deems necessary, the following domestic violence safeguards must be implemented:

[Choose all that apply]

- None are necessary.
- No joint meetings.
- No direct negotiations.
- No direct communications.
- Other:



**4. Role, Responsibility, and Authority of Parenting Coordinator.**

The parenting coordinator shall have the following role, responsibility, and authority:

- a. Assisting the parties in creating and implementing a parenting plan.
- b. Facilitating the resolution of disputes regarding the creation or implementation of the Parenting Plan.
- c. Recommending to the parents strategies for creating or implementing the Parenting Plan. 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. Recommending to the parents changes to the Parenting Plan.
- e. Educating the parties 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 individually and/or 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. Reporting or communicating with the court concerning nonconfidential matters as provided in paragraph 9 of this Order. In the event the parenting coordinator is unable to adequately perform the duties in accordance with the court's direction, the parenting coordinator shall file a written request for a status conference and the court shall set a timely status hearing. The request for status conference must be in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(d). A report to the court of an emergency pursuant to section 61.125(8), Florida Statutes, must be in substantial compliance with Florida Family Law Rules of Procedure Form 12.984(c).
- g. Communicating with the parties and their child(ren), separately or together, in person or by telephone, unless otherwise prohibited by court order or applicable law.

**5. Fees and Costs for Parenting Coordination.**

[Choose all that apply]

- a.  The parties have consented to this referral to parenting coordination.
- b.  This order is without the consent of the parties, but the Court has determined that the parties have the financial ability to pay the parenting coordination fees and costs
- c.  The Court allocates payment of fees and costs for parenting coordination as follows:

Hourly rate of compensation shall not exceed \$ \_\_\_\_\_, unless the parties otherwise agree.

\_\_\_\_\_ % shall be paid by the Father.

\_\_\_\_\_ % shall be paid by the Mother.

Other:

6. If a party causes the parenting coordinator to expend an unreasonable and unnecessary amount of time, that party may be held solely responsible for payment of the parenting coordinator's fees and costs for such time expended. The court reserves jurisdiction to reallocate the payment of fees and costs in that event. Failure to pay the parenting coordinator's fees and costs in a timely manner may subject the party to sanctions for contempt of court.

7. The parenting coordinator shall not proceed until he/she is satisfied with the terms and conditions of payment for his/her services. Further, the parenting coordinator shall not perform nor continue to perform the parenting coordination services in this case unless all of his/her fees and costs are paid by the parties as ordered, and, in the event of nonpayment, the parenting coordinator shall file a Request for Status Conference, and the court will address the issue of non-payment of fees and costs.

**8. Rules of Engagement.**

a. **The attorneys and parties shall communicate with the parenting coordinator in a timely and respectful manner in all oral (whether in person or virtual), written, and electronic communication.**

b. **The attorneys and parties shall not request documentation and/or information from the professional beyond the scope of the parenting coordinator's role.**

c. **Attorneys and parties shall not engage in excessive communication or requests with the parenting coordinator.**

d. **Attorneys shall be responsible for explaining the Order and Rules of Engagement to their clients.**

e. **The parenting coordinator has a right to bring any concerns regarding the Rules of Engagement to this Court and request a Case Management Conference, including excessive communication by any party or any failure to adhere to the rules.**

f. **A violation of any of the above rules may result in the court imposing sanctions against the offending party, the offending party's attorney, or both, as provided by Florida law.**

**9. Waiver.**

The parenting coordinator is hereby authorized to receive related information without written or verbal authorization from any third-party mental health professional including, but not limited to, both current or immediate past reunification/alienation therapists, children's therapists, parties' individual therapists, family therapists, psychologists, psychiatrists, treating the parties and/or child(ren) solely for the purpose of furthering their respective role as a parenting coordinator.

**10. Confidentiality.**

All communications made by, between, or among the parties and the parenting coordinator during parenting coordination sessions are confidential. The parenting coordinator and each party may not testify or offer evidence about communications made by a party or the parenting coordinator during the parenting coordination sessions, except if:

- a. Necessary to identify, authenticate, confirm, or deny a written agreement entered into by the parties during parenting coordination.
- b. The testimony or evidence is necessary to identify an issue for resolution by the court without otherwise disclosing communications made by any party or the parenting coordinator.
- c. The testimony or evidence is limited to the subject of a party's compliance with this Order of Referral to Parenting Coordinator, orders for psychological evaluation, counseling ordered by the court or recommended by a health care provider, or for substance abuse testing or treatment.
- d. The parenting coordinator reports that the case is no longer appropriate for parenting coordination.
- e. The parenting coordinator reports that he or she is unable or unwilling to continue to serve and that a successor parenting coordinator should be appointed.
- f. The testimony or evidence is necessary pursuant to section 61.125(5)(b) or section. 61.125(8), Florida Statutes.
- g. The parenting coordinator is not qualified to address or resolve certain issues in the case and a more qualified coordinator should be appointed.
- h. The parties agree that the testimony or evidence be permitted.
- i. The testimony or evidence is necessary to protect any person from future acts that would constitute domestic violence under Chapter 741, Florida Statutes; child abuse, neglect, or abandonment under Chapter 39, Florida Statutes; or abuse, neglect, or exploitation of an elderly or disabled adult under Chapter 825, Florida Statutes.

**11. Agreement on Nonconfidentiality.**

The parties can agree to waive confidentiality of a specific communication or all communications. The waiver must be in writing, signed by the parties and their respective counsel. The waiver shall be filed with the court and a copy served on the parenting coordinator. Either party may revoke their waiver of confidentiality by providing written notice signed by the party. The revocation shall be filed with the court and a copy served on the other party and the parenting coordinator.

**12. Withdrawal Procedure.**

With Court approval, the parenting coordinator may withdraw from the role of parenting coordinator. The parenting coordinator shall apply directly to the Court with a request to be discharged and shall provide notice to the parties and their counsel of their request to withdrawal. Either party may seek to terminate the parenting coordinator's services by filing a motion with the Court. The parenting coordinator's services may not be terminated by either of the parties (or at the request of both parties) without order of this Court.

**13. Reservation of Jurisdiction.**

This Court specifically reserves jurisdiction to enforce and/or modify the terms and conditions of this Order of Referral.

**The parties have been advised of their right to file objections to the General Magistrate's Report and Recommended Order.**

\_\_\_\_\_ Both parties waive their right to file objections to the Report and

Recommendations of the General Magistrate and agree that the Order shall be submitted immediately to the Circuit Judge for signature without a ten (10) day waiting period.

\_\_\_\_\_ One or both parties did not waive their right to file objections to the Report and Recommendations of the General Magistrate. Any party may serve exceptions to the report within ten (10) days from the date of service of same. The party filing exceptions will be required to provide the Court with a record sufficient to support the exceptions or the exceptions will be denied. A record ordinarily includes a written transcript of all relevant proceedings. The party seeking review must have the transcript prepared if necessary for the Court's review. If no exceptions are filed within that time period, the Court shall take appropriate action on the Report. If exceptions are timely filed, they shall be heard on reasonable notice by either party or the Court. Rule 12.490(f), Fla. Fam. L.R.P. The party filing exceptions is required to send copies of the exceptions directly to the Judge assigned to this case, as well as to the undersigned Magistrate.

**FOUND AND RECOMMENDED** at \_\_\_\_\_, \_\_\_\_\_ County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
General Magistrate

Copies to:

- Family Court Services
- Petitioner
- Petitioner's Counsel
- Respondent
- Respondent's Counsel
- Guardian ad Litem