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**TO: Assignment Judges
Trial Court Administrators****DIRECTIVE #16-23**Questions may be directed to
609-815-2900, ext. 55350.**FROM: Glenn A. Grant, Administrative Director****SUBJ: Family – Parenting Coordinator Program – Guidelines; Forms****DATE: September 1, 2023**

This directive promulgates statewide operational guidelines and forms for the Parenting Coordinator Program as approved by the Supreme Court. New Court Rule 5:8D, effective September 1, 2023, establishes the Parenting Coordinator Program, defines the role of the Parenting Coordinator, and establishes the appointment process for rostered and non-rostered Parenting Coordinators.

A Parenting Coordinator is a neutral person appointed by the court to facilitate the timely resolution of day-to-day parenting issues that arise within the context of family life when the parties cannot resolve issues on their own. Using the Order Appointing Parenting Coordinator, the court may appoint a Parenting Coordinator in dissolution (FM) and non-dissolution (FD) matters after the entry of (1) a pendente lite order or a temporary or final custody order, and (2) a parenting plan.

Parenting Coordinators can be selected from the Judiciary's Roster of Statewide Approved Parenting Coordinators ("Roster"), or the court may approve the appointment of a Parenting Coordinator who is not on the Roster if the parties consent. To be placed on the Roster, applicants must meet the qualifications and training requirements set forth in the attached Parenting Coordinator Guidelines. They must also submit the attached Application for Admission to the Roster of Statewide Approved Parenting Coordinators. Once on the Roster, Parenting Coordinators may change or update their profile by submitting a Roster of Statewide Parenting Coordinators Change/Update Form.

The Roster and forms will be posted online at njcourts.gov. A training program that meets the requirements set forth in R. 5:8D and the attached Parenting Coordinator Guidelines is being planned.

Attachments:

1. Parenting Coordinator Guidelines (Rule 5:8D)
2. Order Appointing Parenting Coordinator (CN:13005)
3. Application for Admission to the Roster of Statewide Approved Parenting Coordinators (CN:13004)
4. Roster of Statewide Parenting Coordinators Change/Update Form (CN:13006)

cc: Chief Justice Stuart Rabner
Family Presiding Judges
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Special Assistants to the Administrative Director
Family Division Managers and Assistant Division Managers
Nancy L. Manuele, Chief, Family Practice

Attachment 1

Parenting Coordinator Guidelines

Parenting Coordinator Guidelines (Rule 5:8D)

These Parenting Coordinator Guidelines are issued by the Administrative Director of the Courts pursuant to Rule 5:8D.

Guideline 1. Appointment

The court may appoint a Parenting Coordinator pursuant to Rule 5:8D. Parenting Coordinators do not serve as custody or parenting plan evaluators. In cases where a current temporary or final domestic violence restraining order exists pursuant to the Prevention of Domestic Violence Act (or equivalent law from another jurisdiction), the court may appoint a Parenting Coordinator at the sole election of the victim. The victim has the option to terminate the Parenting Coordinator process without the filing of a formal motion. Otherwise, termination of the Parenting Coordinator process shall be addressed pursuant to paragraph K of Guideline 5. Each party shall be permitted to briefly interview potential Parenting Coordinator candidates before the court makes the appointment.

Guideline 2. Authority of the Court and the Parenting Coordinator

A. Authority of the Court

The appointment of a Parenting Coordinator shall not affect the court's jurisdiction in any aspect of the case, including custody, parenting time or support, and its management and control of the case.

B. Authority of the Parenting Coordinator

1. The Order of Appointment shall:

- a. authorize the Parenting Coordinator to facilitate discussion between the parties,
- b. authorize the Parenting Coordinator to make recommendations to the parties in the event the parties cannot reach an agreement, and
- c. indicate that the Parenting Coordinator's recommendations will be binding upon the parties unless a party objects and then files a timely motion or Order to Show Cause.

2. The Parenting Coordinator shall not have authority to make recommendations regarding financial issues or to modify legal and/or physical custody. The Parenting Coordinator may make recommendations to facilitate parenting time, including but not limited to the following:

- a. Time, place, and manner of pick-up and drop-off of child,
- b. Childcare arrangements,
- c. Minor or temporary alterations in parenting schedules for weeknight, weekend, holidays, vacation, and special events that will not substantially alter the parenting plan,
- d. Dates for summer vacation,

- e. The parents' schedules and conditions of phone or other contact (e.g., text and email) with the child while in the other parent's custody,
- f. Selection and scheduling of activities and resolving conflicts between parties concerning the child's participation in recreation, enrichment, and extracurricular activities/programs,
- g. Referrals to other professionals to improve family functioning, including recommendations for custody or other focused evaluations,
- h. A child's travel and passport arrangements,
- i. Equipment and personal possessions of the child, including movement of these items between households for the child's use,
- j. Clarification of provisions in parenting plans to address inadvertent gaps that may lead to conflict between the parties including defining specific hours for pickup/drop-off and transportation during holidays,
- k. Information exchanges including school, health, social activities, and communication about the child between the parties,
- l. Consistency in child disciplinary matters,
- m. Non-permanent significant changes in a child's appearance including haircuts, hair color changes, dress code, and manicures,

n. Unless limited by a domestic violence restraining order, how the parties may communicate with each other, with the child, and in the child's presence, and

o. All other issues agreed upon by the parties and the Parenting Coordinator to help effectuate resolution of custody and parenting time issues.

Guideline 3. Qualifications of Parenting Coordinators on the Statewide Roster of Approved Parenting Coordinators

A. Process

The Administrative Director of the Courts, or the Director's designee, shall be responsible for reviewing and acting on all Parenting Coordinator applications. Applicants must complete an application form posted on the Judiciary's website (www.njcourts.gov). Applicants who meet the professional and training requirements set forth in this Directive shall be added to the Roster of Statewide Approved Parenting Coordinators. The roster shall be maintained by the Administrative Director of the Courts and shall be posted on the Judiciary's website.

Parenting Coordinators on the Statewide Roster must annually submit to the Administrative Director of the Courts proof that they continue to be licensed and in good standing in their respective professions.

B. Professional Qualifications

1. Retired Superior Court Judges and Currently Licensed

Attorneys. Retired Superior Court judges and currently licensed attorneys must be licensed to practice law and be in good standing with the State of New Jersey Board of Admissions to the Bar.

2. Mental Health Professionals. Mental health professionals must

be licensed and be in good standing in the fields of psychology, psychiatry, or social work in the State of New Jersey with the appropriate State Board or Agency.

3. Alternative or Complementary Dispute Resolution

Professionals. Professionals in alternative or complementary dispute resolution occupations must be in good standing in their field.

C. Training Requirements

1. General. All Parenting Coordinators shall have completed a

minimum of forty (40) hours of training pursuant to the requirements of subparagraph (C)(3) of Guideline 3.

2. Continuing Training. All Parenting Coordinators shall annually

attend four (4) hours of continuing education and shall file with the Administrative Office of the Courts, as appropriate, an annual certification of compliance. To meet the requirement, this continuing education shall include instruction in ethical issues associated with Parenting Coordination practice and should cover at least one of

the following: case management skills; Parenting Coordination; and resolution concepts and skills.

3. Parenting Coordination Course Content. The forty (40) hours of classroom instruction for Parenting Coordinators shall include basic mediation skills as well as at least sixteen (16) hours of specialized Parenting Coordination training, which should cover: family and child development; psychological issues in separation and divorce; family dynamics; New Jersey family law; high-conflict family dynamics; parenting coordination process; techniques; domestic violence; the impact of divorce on children at varying developmental levels; diversity, inclusion, and cultural competency; and community resources.

4. Domestic Violence Training. Where there is a domestic violence restraining order, the parenting coordinator must also have completed additional training on domestic violence components, including: power and control; progression of abuse; the cycle of violence; and issues related to the victim and to the perpetrator.

Guideline 4. Exemptions for Non-Roster Parenting Coordinators

The court may approve the appointment of an individual to serve as a Parenting Coordinator who is not on the Roster of Statewide Approved Parenting Coordinators only with the consent of the parties. Non-Roster Parenting Coordinators shall not be appointed in matters where there is a domestic violence

restraining order. Parenting Coordinators who are not on the roster must follow these Guidelines and are only exempted from certain provisions if stated below or by court order:

A. Qualifications and Training Requirements. Parenting Coordinators appointed by consent of the parties are exempt from the qualification requirements set forth in paragraph (B) of Guideline 3 and the training requirements set forth in paragraph (C) of Guideline 3.

B. Conflicts of Interest and Impartiality. Depending upon the relationship (e.g., relative, trusted friend) of the non-roster Parenting Coordinator to the parties, the Parenting Coordinator may be exempt from Guideline 6 regarding conflicts of interest. However, all Parenting Coordinators must be impartial.

C. Reporting of Suspected Domestic Violence or Child Abuse. Although non-roster Parenting Coordinators shall not be appointed where there is a domestic violence restraining order, the Parenting Coordinator shall contact the court to address any safety concerns relating to a party or child. Additionally, domestic violence records and names and addresses of victims or alleged victims of domestic violence or sexual offenses are confidential. The Parenting Coordinator shall not disclose such information. (See Court Rule. 1:38-3(d)(9) and -3(d)(10)).

In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse should immediately call 1-877 NJ ABUSE (1-877-652-2873). If the child is in immediate danger, the Parenting Coordinator should also call 911.

Guideline 5. Procedures

A. The Order of Appointment shall specify the authority of the Parenting Coordinator and indicate the issues on which the Parenting Coordinator may make recommendations.

B. On each issue submitted to the Parenting Coordinator, each party will have an opportunity to be heard.

C. Parenting Coordinators shall not have any communication with the court unless mutually agreed to by the parties or unless required by statute, court rule, or the appointment order. Absent mutual agreement, either party may file an application to permit the Parenting Coordinator to communicate with the court. Such communication must be on notice to the parties.

D. A term limit for the appointment of a Parenting Coordinator shall be set forth in the order, as fixed by the court or agreed to by the parties, which term shall commence upon the parties' retention of the Parenting Coordinator. The term of appointment may be extended by the court on good cause shown or by agreement of the parties.

E. A Parenting Coordinator shall document in writing all agreements made by the parties and all recommendations by the Parenting Coordinator, which shall be communicated simultaneously to both parties. In time sensitive circumstances, recommendations may be made orally and must be communicated to both parties, followed by written confirmation simultaneously communicated to both parties.

F. The Parenting Coordinator shall hold an initial meeting with the parties, either jointly or separately, at the discretion of the Parenting Coordinator, and in compliance with limitations set forth in any domestic violence restraining order. The Parenting Coordinator shall define and describe for the parties in the retainer agreement, the role, limitations, and fees of the Parenting Coordinator, which shall be consistent with the Order of Appointment.

G. Complaint Procedure. Except as provided by other applicable law, a party having a complaint about a Parenting Coordinator shall submit a written letter to the Parenting Coordinator detailing the complaint, with a copy: to the other party (or where there is a domestic violence restraining order, the Parenting Coordinator shall serve the copy on the other party; or to both attorneys (if any), and to the attorney for the child (if any)). The Parenting Coordinator shall within ten (10) days of receipt of a written complaint provide a written response to both parties and the attorneys, subject to the other provisions herein. Thereafter, the

Parenting Coordinator at their discretion may schedule a meeting or conference call with the attorneys or with the attorneys and the parties or self-represented litigants in an effort to resolve the complaint. In situations where the complaint is not resolved by this process, the dissatisfied party may file a motion with the court.

H. Compensation of Parenting Coordinator. Parenting Coordinators shall be compensated in accordance with their stated fees and for expenses incurred, which shall be clearly set forth in the Order of Appointment, as well as in the Retainer Agreement and/or in the information and materials provided to the parties at the initial conference. The parties shall pay the apportioned percentage either as agreed upon or determined by the court and set forth in the Order of Appointment.

I. Pay Disputes. Parenting Coordinators that have not been timely paid in accordance with the Order of Appointment may bring an action to compel payment. Such action shall be made in the county in which the Order of Appointment originated and shall be commenced with the filing of a complaint in the Law Division. Nothing in these Guidelines prevents either party or the court from allocating, modifying, or enforcing the parties' respective obligations to pay the Parenting Coordinator pursuant to the Order of Appointment in the Family Part matter.

J. Parenting Coordinator Retainer Agreement/Fees. The Parenting Coordinator's retainer agreement shall set forth the fees, costs and retainer associated with the appointment. The retainer agreement must include the following information:

1. A description of the services and disbursements for which the parties will be responsible and how they will be billed, the Parenting Coordinator's hourly billing rate, the amount of retainer required, and how the retainer will be applied and replenished,
2. The method by which the fee will be computed,
3. The billing frequency, which shall be no less frequently than every ninety (90) days, provided services were rendered in that period, and
4. The payment due date.

K. Termination of Parenting Coordinator's Appointment.

1. The court or the Parenting Coordinator may terminate the appointment in the following instances:
 - a. the services of the Parenting Coordinator do not meet the needs of the family,
 - b. the child has reached the age of majority,
 - c. the parties stipulate to termination, or

d. the Parenting Coordinator's fees are not being paid or are not being paid at a time specified by the Order of Appointment.

2. Either party may file a motion to terminate the Parenting Coordinator's appointment if the Parenting Coordinator exceeded their mandate, acted in a manner inconsistent with the approved procedures or violated professional conduct, provided the approved complaint procedure has been utilized. If the Parenting Coordinator seeks to withdraw, the request shall be granted absent extraordinary circumstances.

Guideline 6. Conflicts of Interest and Impartiality

A. Parenting Coordinators shall be subject to the professional standards of their respective professions.

B. Parenting Coordinators shall be impartial and shall not discriminate based on race, color, religion, age, sex, sexual orientation, national origin, language, marital status, socioeconomic status, or disability. Parenting Coordinators shall withdraw from a case if they determine that they cannot act in an impartial manner. Parenting Coordinators have a primary duty to be impartial and to advise all parties of any circumstances that create the appearance of possible bias, prejudice, or inability to remain impartial.

C. Parenting Coordinators shall neither give nor accept a gift, favor, loan, or other item of value from any party having an interest in the Parenting

Coordination process, subject to potential reasonable exemptions for non-roster Parenting Coordinators.

D. Parenting Coordinators shall not serve in a manner that presents a conflict of interest. A conflict of interest arises when any relationship between the Parenting Coordinator and either or both parties, or the subject matter of the dispute compromises the Parenting Coordinator's impartiality. Parenting Coordinators shall disclose potential conflicts of interest as soon as practical after the Parenting Coordinator becomes aware of the interest or relationship giving rise to the potential conflict.

E. Parenting Coordinators shall not create a conflict of interest by providing any service to interested parties that is not directly related to the Parenting Coordination process.

F. A conflict of interest shall include, but is not limited to the following:

1. The Parenting Coordinator has a personal bias or prejudice concerning a party or a party's lawyer,
2. The Parenting Coordinator has personal knowledge of the parties, the child or of disputed evidentiary facts concerning the proceeding, or
3. The Parenting Coordinator, or a partner or associate in the Parenting Coordinator's firm, served as lawyer, therapist, consultant, coach or in

any other mental health role or other representative capacity for the parties or child.

G. Parenting Coordinators disqualified by the terms of these Guidelines may not avoid disqualification by disclosing the conflict of interest and securing the parties' consent to a waiver of the conflict.

H. Parenting Coordinators shall attend to all matters in a timely manner.

I. Parenting Coordinators shall not serve in dual sequential roles in a matter including as attorney, guardian ad litem, mediator, arbitrator, custody evaluator, therapist, coach, consultant, or other mental health role for either party or a child in the matter. Parenting Coordinators should attempt to facilitate resolution of issues by agreement of the parties and shall not act in a formal mediator role or as a therapist, evaluator, or legal advisor. A Parenting Coordinator's attempt to resolve an issue does not disqualify them from making a recommendation on an issue that remains unresolved.

Guideline 7. Confidentiality/Manner of Communications

A. All communications by the parties or their attorneys with the Parenting Coordinator shall not be confidential. All communications by third parties with the Parenting Coordinator shall not be confidential, unless the communication is made from a third party who has a privileged relationship with a

party or a child, in which case the issue of whether the communication remains privileged/confidential shall be explicitly addressed by the parties and the Parenting Coordinator and adjudicated by the court if unresolved. A Parenting Coordinator shall expressly advise the parties regarding the terms of this paragraph.

B. The Parenting Coordinator may communicate with a party, their attorney, or any mutually agreed upon third party on an *ex parte* (meaning one-on-one, private communication, not in the presence of the other party) basis to the extent necessary to obtain information relevant to the Parenting Coordinator's role. The fact of such communication shall be made known to the parties as determined by the Parenting Coordinator. The Parenting Coordinator may meet with the child upon the expressed written consent of all parents/legal guardians if the Parenting Coordinator believes that this will aid in issuing appropriate recommendations.

C. The parties shall have the right to initiate or receive one-on-one communication with the Parenting Coordinator. Any such one-on-one communications shall be made known to the other party, as soon thereafter as possible, in writing in a manner consistent with the Parenting Coordinator's protocols. Any party or their attorney may communicate in writing with the Parenting Coordinator. Copies of such communications will be provided to the other party unless the Parenting Coordinator determines otherwise. In those

instances, the Parenting Coordinator will determine how they will convey the communication with the other parent consistent with the protocols established by the Parenting Coordinator. Copies of any documents, tape recordings or other electronic material that one party gives to the Parenting Coordinator must also be given to the other party unless the Parenting Coordinator determines otherwise. In those instances, the Parenting Coordinator will determine how the materials will be conveyed to the other party. If a crisis arises that will affect a child, the Parenting Coordinator may make a recommendation on an emergent basis, either in person or by way of an emergency conference call or by electronic means, to all parties. In cases where there is a domestic violence restraining order between the parties, communication shall be consistent with the limitations of such order.

Attachment 2

Order Appointing Parenting Coordinator -
CN 13005

Superior Court of New Jersey
Chancery Division - Family Part
County of _____
Docket Number: _____

Plaintiff,
v.

Defendant,

**Civil Action
Order Appointing
Parenting Coordinator**

This matter having been opened to the Court to appoint a Parenting Coordinator to assist in implementing the parties' (select one):

- ☐ court ordered custody and parenting plan, or
- ☐ agreed upon custody and parenting plan.

The appointment is made (select one)

- ☐ upon consent of the parties, or
- ☐ pursuant to a court hearing, and

The Court having considered the (select one)

- ☐ testimony and evidence presented, or
- ☐ certifications submitted by the parties and the argument of counsel,

And,

The Court having made (select one)

- ☐ oral findings of good cause, or
- ☐ written findings of good cause;

It is on this ____ day of _____, 20____, Ordered that

1. Appointment: (full name) _____, located at _____, New Jersey (phone: _____), is hereby appointed Parenting Coordinator for a term of (date/event) _____.
The Parenting Coordinator was selected:

- ☐ from the Statewide Roster of Approved Parenting Coordinators (**I446**) or

- ☐ not selected from the Statewide Roster of Approved Parenting Coordinators and instead appointed with the consent of the parties (I447).

2. Fees and Retainer: The Parenting Coordinator will be compensated at the hourly rate of \$_____ consistent with their retainer agreement. A joint retainer of \$_____ will be paid to the Parenting Coordinator and the parties shall sign the Parenting Coordinator's retainer agreement, a copy of which is annexed to this Order as Schedule A, within ____ days of this Order. The parties will share the Parenting Coordinator's fees as follows: Plaintiff ____% and Defendant ____% subject to a reallocation by application to the court. The court may seek input from the Parenting Coordinator in the event of a request for reallocation of fees and costs.
3. Role of Parenting Coordinator: The Parenting Coordinator shall assist in implementing the parties' parenting plan by facilitating the resolution of day-to-day parenting issues in a timely manner when the parties cannot resolve these issues themselves, including facilitating communication and agreement whenever possible, assisting the parties to learn strategies to avoid conflict regarding their child, reduce misunderstanding, clarify priorities, explore possibilities for compromise, develop methods of communication to promote cooperation in parenting, and making recommendations to the parties to achieve these goals. The Parenting Coordinator does not function as an attorney, guardian ad litem, counselor, therapist, mediator, arbitrator, custody evaluator, coach, consultant or mental health provider for the parties, child, or family.
4. No Confidentiality: Communications by the parties or their attorneys with the Parenting Coordinator are evidential, and shall not be deemed confidential. All communications from third parties to Parenting Coordinators shall not be deemed confidential, unless the communication is made from a third party who has a privileged relationship with a party/child, in which case the issue of whether the communication remains privileged or confidential shall be explicitly addressed by the parties and the Parenting Coordinator and adjudicated by the court if unresolved. Additionally, the parties acknowledge that consistent with this Order, the Parenting Coordinator shall abide by the terms of R. 1:38-3(d)(9) and -3(d)(10) and maintain confidentiality of the parties' identifying information, contact information, records and reports of any kind.
5. Recommendations: The Parenting Coordinator shall facilitate discussion between the parties and make recommendations to the parties in the event the parties cannot reach an agreement, which shall become binding unless a party objects by filing a timely motion or order to show cause. In cases where there exists a current temporary or final restraining order between the parties, communication shall be consistent with the limitations of such order.

6. Sources of Information: Each party is ordered to provide the Parenting Coordinator with all requested information including signed releases to enable the Parenting Coordinator to communicate with collateral contacts. The Parenting Coordinator is authorized to have contact with any professional or other individual the Parenting Coordinator deems necessary to perform the duties as Parenting Coordinator including the child, therapists, physicians, childcare providers, teachers, and family members. In the event that either a collateral contact possesses privileged information, or the information sought is privileged pursuant to a statute, the party has the right to oppose signing the release and shall advise the Parenting Coordinator and the other party of their objections. If the issue remains unresolved, either party may file a motion and the court shall determine whether the release is to be signed and whether and to what extent the privileged information shall remain confidential.
7. Scope: The Parenting Coordinator shall not have authority to make recommendations regarding financial issues or modify legal and physical custody. The Parenting Coordinator may make recommendations to facilitate parenting time on matters, including:
- a) Time, place and manner of pick-up and drop-off of child;
 - b) Childcare arrangements;
 - c) Minor or temporary alteration in parenting schedules for weeknight, weekend, holidays, vacation, and special events that will not substantially alter the parenting plan;
 - d) Dates for summer vacation;
 - e) The parents' schedules and conditions of phone or other contact (e.g., text and email) with the child while in the other parent's custody;
 - f) Selection and scheduling of activities, and resolving conflicts between the parties concerning the child's participation in recreation, enrichment, and extracurricular activities;
 - g) Referrals to other professionals to improve family functioning, including recommendation for custody or other focused evaluations;
 - h) Child's travel and passport arrangements;
 - i) Equipment and personal possessions of the child, including movement of these items between households for a child's use;
 - j) Clarification of provisions in parenting plans to address inadvertent gaps that may lead to conflict between the parties, including defining specific hours for pickup/drop-off and transportation during holidays;
 - k) Information exchanges, including school, health, social activities, and communication about the child between the parties;
 - l) Consistency in child disciplinary matters;
 - m) Non-permanent significant changes in a child's appearance, including haircuts, hair color changes, dress code, manicures;

- n) Unless limited by a domestic violence restraining order, how the parties communicate with each other, with the child, and in the child's presence; and
 - o) All other issues agreed upon by the parties and the Parenting Coordinator to help effectuate resolution of custody and parenting issues.
8. Protocol: The Parenting Coordinator shall determine the protocol of all communications, interviews, and sessions, including who shall or may attend the meetings. At their discretion, the Parenting Coordinator may conduct meetings with the parties, the child, and others related to the case jointly or separately, which meetings may occur by telephone, video conference or in person. All parties will have an opportunity to be heard on each issue submitted to the Parenting Coordinator. The Parenting Coordinator shall provide an agenda to the parties in the event the Parenting Coordinator initiates the request for a meeting. In no event may a party tape or record any Parenting Coordination sessions. In cases in which there is domestic violence restraining order between the parties, communication shall be consistent with the limitations of such order. The Parenting Coordinator shall document in writing all agreements made by the parties and all recommendations by the Parenting Coordinator, which shall be communicated simultaneously to both parties. In time sensitive circumstance, recommendations may be made orally and must be communicated to both parties, followed by written confirmation simultaneously communicated to both parties.
9. Communication with the Parenting Coordinator: The parties have the right to initiate or receive oral ex parte (meaning private, not in the presence of the other party) communication with the Parenting Coordinator at the Parenting Coordinator's discretion, and the fact of such communication shall be made known to the other party contemporaneously with its occurring (or as soon thereafter as possible) in writing in a manner consistent with the Parenting Coordinator's protocols. Any party or their attorney may communicate in writing with the Parenting Coordinator and copies of such communications will be provided to the other party, unless the Parenting Coordinator determines otherwise, in which event the Parenting Coordinator will determine the means by which they will convey the communication to the other parent consistent with the protocols established by the Parenting Coordinator. Copies of any documents, tape recordings, or other electronic material that one party gives to the Parenting Coordinator must also be given to the other party unless the Parenting Coordinator determines otherwise, in which event the Parenting Coordinator will determine the means by which the contents will be conveyed to the other party. If a crisis situation arises that will affect a child, the Parenting Coordinator may make a recommendation on an emergent basis with all parties present either in person or via emergency conference call, or by e-mail to all

parties. In cases in which there is domestic violence restraining order between the parties, communication shall be consistent with the limitation of such order.

10. Testimony: The Parenting Coordinator shall testify only pursuant to an order issued by a judge in this matter. The Parenting Coordinator shall be paid for all court appearances, depositions, conferences, or other appearances at which the Parenting Coordinator participates in connection with these proceedings including travel time at the Parenting Coordinator's hourly rate of \$_____ and payment of the estimated amount required shall be paid no later than 48 hours prior to testifying or appearing,
11. Termination: The court or the Parenting Coordinator may terminate the Parenting Coordinator's appointment in the following instances: the services of the Parenting Coordinator do not meet the needs of the family; the child has reached the age of majority; the parties stipulate to the termination; the Parenting Coordinator's fees are not being paid; entry of a court order; or upon expiration of the term as set forth in paragraph 16 of this order. Either party may file a motion to terminate the Parenting Coordinator's appointment whenever the Parenting Coordinator has exceeded their mandate, acted in a manner inconsistent with the approved procedures, or violated professional conduct, provided the approved complaint procedure has been utilized. If the Parenting Coordinator seeks to withdraw, the request shall be granted absent extraordinary circumstances.
12. Complaint: Except as provided by other applicable law, a party having a complaint about the Parenting Coordinator shall submit a written letter to the Parenting Coordinator detailing their complaint, with a copy to the other party (or where there is a domestic violence restraining order the Parenting Coordinator shall serve the copy on the other party) to both attorneys (if any) and to the attorney for the child (if any). The Parenting Coordinator shall within ten (10) days provide a written response to both parties and their attorneys, subject to the other provisions herein. Thereafter, the Parenting Coordinator at their discretion may schedule a meeting or conference call with the attorneys and the parties to resolve the complaint. If the complaint is not resolved by this process, the dissatisfied party may file a motion with the court to decide the dispute.
13. Report to the Court: Parenting Coordinators shall not have any communication with the court, unless mutually agreed to by the parties or unless otherwise required or permitted under the terms of this Order. Absent mutual agreement, either party may file a motion to permit the Parenting Coordinator to communicate with the court and such communication will be on notice to the parties.
14. In cases where there currently exists a temporary or final restraining order pursuant to the New Jersey Prevention of Domestic Violence Act, it is further ordered:

- a) The victim shall be advised of the right to decline appointment of a Parenting Coordinator and that the victim has the option to terminate the Parenting Coordinator process without the filing of a formal motion. Otherwise, termination of the Parenting Coordinator process shall be addressed pursuant to paragraph 11 of this order.
- b) The Parenting Coordinator shall address any safety concerns with the court in writing.
- c) The Parenting Coordinator shall abide by the terms of Rule 1:38-3(d)(9) and -3(d)(10) and maintain confidentiality of the parties' identifying information, contact information, records, and reports of any kind.
- d) The Parenting Coordinator shall include measures addressing the safety of the parties and any participants and shall establish protocols for meetings and communications consistent with the domestic violence restraining order.

15. The Parenting Coordinator remains subject to the child abuse reporting requirements pursuant to N.J.S.A. 9:6-8.10.

16. The Parenting Coordinator's appointment shall expire on _____, unless otherwise extended upon a showing of good cause or by agreement of the parties.

17. Other Terms:

_____.

A copy of this order and guidelines shall be served on the parties and the Parenting Coordinator within ____ days.

Date

s/

J.S.C.

Attachment 3

Application for Admission to the Roster of
Statewide Approved Parenting Coordinators

CN 13004



New Jersey Judiciary

Qualifications for Admission to the New Jersey Judiciary Roster of Statewide Approved Parenting Coordinators

The Administrative Director of the Courts, or the Director's designee, is responsible for reviewing and acting on Parenting Coordinator applications. Applicants must complete the attached application. Those who meet the professional and training requirements set forth below will be added to the Roster of Statewide Approved Parenting Coordinators.

Parenting Coordinators on the Statewide Roster must annually submit to the Administrative Office of the Courts proof that they continue to be licensed and in good standing in their respective professions and proof of continuing training.

Required Professional Experience and Education

Professional Qualifications

1. *Retired Superior Court Judges and Currently Licensed Attorneys.*
Retired Superior Court judges and currently licensed attorneys must be licensed to practice law and be in good standing with the State of New Jersey Board of Admissions to the Bar.
2. *Mental Health Professionals.*
Mental health professionals must be licensed and be in good standing in the fields of psychology, psychiatry, or social work in the State of New Jersey with the appropriate State Board or Agency.
3. *Alternative or Complementary Dispute Resolution Professionals.*
Professionals in alternative or complementary dispute resolution occupations must be in good standing in their field.

Training Requirements

1. *General.*
All Parenting Coordinators shall have completed a minimum of forty (40) hours of training pursuant to the requirements of paragraph 3 below.
2. *Continuing Training.*
All Parenting Coordinators shall annually attend four (4) hours of continuing education and shall file with the Administrative Office of the Courts, as appropriate, an annual certification of compliance. To meet the requirement, this continuing education shall include instruction in ethical issues associated with Parenting Coordination practice and should cover at least one of the following: case management skills; Parenting Coordination; and resolution concepts and skills.

3. *Parenting Coordinator Course Content.*

The forty (40) hours of classroom instruction for Parenting Coordinators shall include basic mediation skills as well as at least sixteen (16) hours of specialized parenting coordination training, which should cover: family and child development; psychological issues in separation and divorce; family dynamics; New Jersey family law; high-conflict family dynamics; parenting coordination process; techniques, domestic violence; the impact of divorce on children at varying developmental levels; diversity, inclusion, and cultural competency; and community resources.

4. *Domestic Violence Training.*

Where there is a domestic violence restraining order, the Parenting Coordinator must also have completed additional training on domestic violence components, including: power and control; progression of abuse; the cycle of violence; and issues related to the victim and to the perpetrator.



New Jersey Judiciary
**Application for Admission to the Roster of Statewide
Approved Parenting Coordinators**

Last Name		First Name	Middle Name
Firm / Business Name			
Firm / Business Address: Street			
City			State
			Zip Code
Telephone Number	Fax Number	Email	
Have you ever been disciplined in your profession? (If yes, attach explanation.) ☐ Yes ☐ No		Do you have malpractice insurance? ☐ Yes ☐ No	Hourly Fee \$
Currently Licensed Attorneys and Retired Superior Court Judges			
Degrees Attained (post high school)	Year	Name of Institution(s)	
Year Admitted to the New Jersey Bar	Attorney ID	Are you a retired Superior Court Judge? ☐ Yes ☐ No	
Mental Health Professionals			
Degrees Attained (post high school)	Year(s) Received	Name of Institution(s)	
New Jersey Professional License(s)	Date(s) Received	License Number(s)	
Alternative or Complementary Dispute Resolution Professionals			
Degrees Attained (post high school)	Year(s) Received	Name of Institution(s)	
Areas of Practice			

Parenting Coordinator Training (Attach additional page if necessary.)

Provider(s)	Course Title	Date(s)	Hours
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the foregoing statements made by me are true and that I am in good standing in my profession.

_____	s/
Date	Signature

Please attach the following:

1. Resume or Curriculum Vitae
2. **Copies of official training certificates of completion that meet the mandatory training requirements.**
3. Descriptive paragraph (maximum of 50 words) about your parenting coordinator services and other relevant professional experience that will appear on the statewide roster if your application is approved.

Send the items described above, and this completed form to the *Parenting Coordinator Program* by email, mail, or fax.

Email: AOCFamily.mbx@njcourts.gov

Mail: Family Practice Division
Administrative Office of the Courts
PO Box 983
Trenton, NJ 08625

Fax Number: (609) 376-3021

Attachment 4

Roster of Statewide Parenting Coordinators Change/Update Form

CN 13006



**New Jersey Judiciary
Family Practice Division
Roster of Statewide Parenting Coordinators
Change/Update Form**

Name		Request Date	
Attorney ID		Telephone Number	
☐ Remove me from the Roster. ☐ Update the following information on the Roster.			
Address: Street			
City		State	Zip Code
Telephone Number		Fax Number	
Email Address		Website	
Counties where your name currently appears on the Roster:			
Counties where you want your name added on the Roster:			
Hourly Fee \$			

Email or fax your completed form to: Parenting Coordinator Program,
AOCFamily.mbx@njcourts.gov or (609) 376-3021.