

FRANKLIN COUNTY DOMESTIC RELATIONS AND JUVENILE COURT
PARENTING COORDINATOR ROSTER INFORMATION

LOCAL RULES

The Parenting Coordinator Roster is addressed in both Local Domestic Rule 42 and Local Juvenile Rule 39, which are identical. The Court's Local Rules are available on its web site: https://drj.fccourts.org/DRJ.aspx?PN=Local_Rules.htm

A summary of the requirements to be placed on and remain on the Roster is below. Still, it is imperative that you are familiar with the requirements of the aforementioned Rules, so please read both rules in their entirety. If, after consulting the Rules, you still have questions, you may contact you may contact the **Dispute Resolution Department** at **(614) 525-6640** or DRJ_DisputeResolution@fccourts.org

CONTACT INFORMATION

- (1) Cell Phone Number: Check "Preferred" if you would like your cell phone to be your primary telephone contact for parties. Otherwise, your cell phone number will not be included on the published parenting coordinator Roster but may be used for contact by court personnel.
- (2) Email Address: Your email address will be the primary method for communication by the Dispute Resolution Department concerning the Roster.

REQUIREMENTS FOR THE PARENTING COORDINATOR LIST

- (1) A master's degree or higher, a law degree, or education and experience satisfactory to the Court;
- (2) At least two years of professional experience with situations involving children; and
- (3) Completion of the following trainings approved by the Dispute Resolution Section of the Ohio Supreme Court:
 - (a) Twelve (12) hours of basic mediation training,
 - (b) Forty (40) hours of specialized family or divorce mediation training, and
 - (c) Fourteen (14) hours of specialized training in domestic abuse and dispute resolution,
 - (d) Twelve (12) hours of specialized training in parenting coordination.

With your application, you must also submit a resume which expounds upon your satisfaction of the minimum qualifications, specifically proof of completion of the required trainings, education, and professional experience.

FEES AND DEPOSIT

A parenting coordinator shall notify the court of the hourly rate for their services,

which will be displayed on the court's Roster of parenting coordinators. The court shall require the parties to post a deposit to secure the fees of the parenting coordinator and shall apportion the fees of the parenting coordinator between the respective parties. The total deposit shall be at least \$800.00 unless otherwise agreed upon by the parenting coordinator. All fees shall be determined by the Court and included in the appointment order.

A parenting coordinator may be appointed pro bono, or a portion of the fees may be waived if the court determines a coordinator is necessary and that the parties are indigent.

REQUIREMENTS TO MAINTAIN ELIGIBILITY FOR APPOINTMENT

Per Sup.R. 16.64, a parenting coordinator shall complete at least **six (6) hours per calendar year** of continuing education relating to children, dispute resolution, or diversity that has been approved by the Dispute Resolution Section of the Ohio Supreme Court.

Without exception, proof of the continuing education must be provided to the Dispute Resolution Department **by January 15th** following the reporting year. If the reporting requirement is not satisfied by the deadline, a parenting coordinator will not be eligible for appointment until it is satisfied.

You are also under a duty keep the Court up to date with your contact information and report to the Court any activity, criminal or otherwise, that would adversely affect your ability to perform the functions of a parenting coordinator.

APPLICATION

If you are interested in being added to the court's Roster of parenting coordinators, please complete the application and provide the requested information.

You may email your completed application and information to DRJ_DisputeResolution@fccourts.org or you may mail it to the court at the following address:

Dispute Resolution Department
Franklin County Domestic Relations and Juvenile Court
373 South High Street, 3rd Fl.
Columbus, OH 43215

**FRANKLIN COUNTY
DOMESTIC RELATIONS AND JUVENILE COURT**

Parenting Coordinators who wish to accept referrals from the Franklin County Court of Common Pleas, Division of Domestic Relations and Juvenile Branch must meet the training and education requirements specified in Rule 16.64 and 16.61 of the Ohio Supreme Court Rules of Superintendence for the Courts of Ohio. Please complete this application if you meet the training and education requirements specified in Rule 16.64, and you would like to be included in a roster of parenting coordinators eligible to accept referrals from this Court.

PARENTING COORDINATOR ROSTER APPLICATION

I. CONTACT INFORMATION.

Name: _____ Date: _____

Office Address: _____

Office Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Current Profession: _____

Professional license type and number: _____

Do you report your CLE or CEU in odd or even numbered years? _____

II. HISTORY.

Are you currently in good standing with your licensing board? Yes/ No

Have you participated in any activity, criminal or otherwise, that would adversely affect your ability to perform the functions of a parenting coordinator? Yes/ No

If yes to either question above, please provide an explanation on a separate sheet of paper.

III. EDUCATION.

(A resume or curriculum vitae may be submitted instead of completing this section)

Degree(s): _____

From: _____ To: _____ Location: _____

IV. PROFESSIONAL EXPERIENCE WORKING WITH CHILDREN.

(A resume or curriculum vitae may be submitted instead of completing this section)

Parenting coordinators must have extensive practical and professional experience with children. Please describe your experience.

Organization: _____ Title: _____

From: _____ To: _____ Location: _____

Type of Work with Families: _____

Organization: _____ Title: _____

From: _____ To: _____ Location: _____

Type of Work with Families: _____

Organization: _____ Title: _____

From: _____ To: _____ Location: _____

Type of Work with Families: _____

Other Professional Experience: _____

V. REQUIRED TRAININGS.

(Please attach certificate, transcript, or other documentation for each training. All training must be approved by the Ohio Supreme Court Dispute Resolution Section)

FUNDAMENTALS OF MEDIATION TRAINING

Trainer or Organization Sponsoring Training: _____

Location and dates of training: _____

SPECIALIZED FAMILY OR DIVORCE MEDIATION TRAINING

Trainer or Organization Sponsoring Training: _____

Location and dates of training: _____

SPECIALIZED DOMESTIC ABUSE ISSUES AND MEDIATION TRAINING

Trainer or Organization Sponsoring Training: _____

Location and dates of training: _____

PARENTING COORDINATION TRAINING

Trainer or Organization Sponsoring Training: _____

Location and dates of training: _____

Other Training or Courses *(Not required for roster listing, but may be required for specialized parenting coordination)*

SPECIALIZED CHILD PROTECTION MEDIATION TRAINING

(Required for Child Protection Parenting Coordinators)

Trainer or Organization Sponsoring Training: _____

Location and dates of training: _____

VI. ADDITIONAL INFORMATION.

FEES FOR SERVICES

Hourly Rate: _____

Negotiable

Deposit: _____

Negotiable

PROFESSIONAL LIABILITY INSURANCE

(Highly recommended, but not required for roster listing)

(If you have a current policy, please attach a copy of the endorsement page from the policy)

Company name: _____

Address: _____

Effective dates: _____

VII. AGREEMENT

Please ***initial*** the following to document your agreement to comply with the following and sign where indicated. Once your application is reviewed, you will receive either (i) confirmation that you have been placed on the Court's Parenting Coordinator Roster, or (ii) rejection stating the reasons for denial from the Roster.

_____ I agree to provide a fair parenting coordinator process for the parties and comply with the "2019 Revised Guidelines for Parenting Coordination" per Rule 16.63 (A) of the Ohio Supreme Court Rules of Superintendence.

_____ I agree to avoid actual or apparent conflicts of interest as provided in Rule 16.63 (B) of the Ohio Supreme Court Rules of Superintendence.

_____ I shall not offer legal advice per Rule 16.63 (C) of the Ohio Supreme Court Rules of Superintendence.

_____ I agree to comply with the requirements of and act in accordance with the appointment order issued by a court or division as provided in Rule 16.63 (E) of the Ohio Supreme Court Rules of Superintendence.

_____ I agree to decline or withdraw from an appointment or request assistance as provided in Rule 16.63 (F) of the Ohio Supreme Court Rules of Superintendence.

_____ I shall not have ex parte communications with the appointing court or division per Rule 16.63 (G) of the Ohio Supreme Court Rules of Superintendence.

_____ I agree to maintain records necessary to document charges for services and expenses and shall issue invoices as provided in Rule 16.63 (H) of the Ohio Supreme Court Rules of Superintendence.

_____ I shall take at least six (6) hours of continuing education relating to children, mediation, or diversity per Rule 16.64 (B) of the Ohio Supreme Court Rules of Superintendence and shall report the same to the court's Dispute Resolution Department no later than January 15th following each reporting year. Failure to comply with ongoing training will result in removal from the Court's list for new appointments.

VIII. CERTIFICATION

I hereby certify that the information herein is true and accurate to the best of my knowledge and belief and that I have read and understand the duties and obligations of a Parenting Coordinator as set forth in Local Domestic Rule 42, Local Juvenile Rule 39, and Rule 16.60 et seq. of the Ohio Supreme Court Rules of Superintendence.

Signature

Date