

IN THE CIRCUIT COURT OF THE SEVENTEENTH
JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA

Administrative Order 2022-18-UFC (Amendment 1)

PARENTING COORDINATION

(a) Pursuant to Article V, section 2(d) of the Florida Constitution, and section 43.26, Florida Statutes, the chief judge of each judicial circuit is charged with the authority and the power to do everything necessary to promote the prompt and efficient administration of justice.

(b) Florida Rule of General Practice and Judicial Administration 2.215(b)(3) states the chief judge “shall, considering available resources, ensure the efficient and proper administration of all courts within [this] circuit.”

(c) Pursuant to section 61.125, Florida Statutes, the purpose of parenting coordination is to provide a child-focused alternative dispute resolution process whereby a parenting coordinator assists the parents in creating or implementing a parenting plan by facilitating the resolution of disputes between the parents by providing education, making recommendations, and, with the prior approval of the parents and the court, making limited decisions within the scope of the court’s order or referral.

(d) The Florida Supreme Court recently adopted new rules relating to qualifications, renewal, and continuing education for qualified parenting coordinators. *See In Re: Amendments to the Florida Rules for Qualified and Court-Appointed Parenting Coordinators*, SC20-942 (December 2, 2021). Pursuant to the rule changes, the Committee on Alternative Dispute Resolution Rules and Policy developed standardized forms for initial and renewal applications for parenting coordination, and updated the continuing parenting coordination education requirements.

(e) In accordance with the authority vested in the Chief Judge by Article V, section 2(d) of the Florida Constitution, section 43.26, Florida Statutes, and Florida Rule of General Practice and Judicial Administration 2.215, it is hereby **ORDERED**:

I. Parenting Coordinator Registry

(1) The Office of the Trial Court Administrator will maintain a registry of parenting coordinators qualified pursuant to section 61.125, Florida Statutes. The registry shall include the contact information for each parenting coordinator, business address, email address, telephone and fax number (if available). Only qualified parenting coordinators from the Court's registry may be appointed. Individuals seeking court-ordered appointments as a parenting coordinator must complete an application, or renewal application, as applicable, as required by the Florida Rules for Qualified and Court-Appointed Parenting Coordinators. The application and renewal application are attached to this Order and shall be submitted to the following address:

Broward County Courthouse
Mediation and Arbitration
ATTN: Alternative Dispute Resolution Director
201 S.E. 6th Street, Suite WW19150
Fort Lauderdale, Florida 33301
Email:bsimpsonjoseph@17th.flcourts.org
Fax: (954) 831-6079

(2) To ensure the appointment of qualified parenting coordinators, individuals must agree to undergo a criminal history and background investigation at the time of application, and annually thereafter for each year the parenting coordinator wishes to remain on the Circuit's registry. The form authorizing a criminal history and background investigation is attached to this Order and shall be submitted to the above address.

(3) Pursuant to Rule for Qualified and Court-Appointed Parenting Coordinators 15.000, the Chief Judge or designee shall review each application and determine which individuals applying to serve as parenting coordinators meet the qualifications under section 61.125, Florida Statutes, to be included on the roster of qualified parenting coordinators.

(4) To remain on the Circuit's approved list, each parenting coordinator must submit a Continuing Parenting Coordination Education (CPCE) Reporting Form to the Circuit by December 31st of every odd calendar year (form attached), which includes verification of a minimum of 16 CPCE credits.

(5) Individuals approved as parenting coordinators shall immediately notify the Chief Judge or Chief Judge's designee and the Office of the Trial Court Administrator when the parenting coordinator, in any jurisdiction:

- (a) Has been convicted or had adjudication withheld on a charge of child abuse, child neglect, domestic violence, parental kidnapping, or interference with custody;
- (b) Has been found by a court in a child protection hearing to have abused, neglected, or abandoned a child;
- (c) Has consented to an adjudication or a withholding of adjudication on a petition for dependency;
- (d) Is or has been a respondent in a final order or injunction of protection against domestic violence; or
- (e) Has been disqualified by the Parenting Coordinator Review Board.

(5) The failure of an approved parenting coordinator to notify the Circuit of any item listed in paragraph (4) above or any other disqualifying circumstance as described in section 61.125, Florida Statutes, will result in the removal of the parenting coordinator from the Circuit's registry.

(6) A parenting coordinator shall not accept any case where there exists a conflict of interest (real or perceived). Each parenting coordinator has an ongoing duty to screen cases prior to providing services to avoid conflicts (real or perceived) and immediately notify the presiding judge in the event of a conflict so that another parenting coordinator may be appointed.

II. Review of Disciplinary Decisions by the Parenting Coordinator Review Board Panel

(1) Any parenting coordinator, sanctioned or found to have committed a violation of the Florida Rules For Qualified and Court-Appointed Parenting Coordinators, may seek review of such decision by submitting an original and one copy of a Notice of Review of Parenting Coordinator Disciplinary Action to the Administrative Judge of the Unified Family Court within thirty (30) days of the decision by the Parenting Coordinator Review Board Panel ("Panel"). A copy of the notice of review shall be provided to the Dispute Resolution Center ("DRC"). The parenting coordinator shall attach a copy of the adverse decision to the notice.

(2) Except as modified by this Administrative Order, review proceedings shall be governed by the Florida Rules of Appellate Procedure.

(3) **Briefs.**

(a) An initial brief shall be submitted within 30 days of the notice of review, the contents of which shall comply with Florida Rule of Appellate Procedure 9.210(b), to the extent applicable. An appendix with those portions of the record necessary to understand the issues presented may accompany the initial brief.

(b) The answer brief, if any, shall be served and submitted within 30 days of service of the initial brief, and may be accompanied by an appendix.

(c) The reply brief, if any, shall be served and submitted within 30 days of service of the answer brief.

(4) **Standard of Review.** The Administrative Judge of the Unified Family Court shall review the Panel decision using a competent substantial evidence standard, neither reweighing the evidence in the record nor substituting the reviewer's judgment for that of the Panel. The decision of the Administrative Judge of the Unified Family Court shall be final.

This Administrative Order vacates and supersedes Administrative Order 2022-18-UFC.

DONE AND ORDERED in Chambers, Fort Lauderdale, Florida, this 29th day of August, 2023

/s/ Jack Tuter

Jack Tuter, Chief Judge

**QUALIFIED PARENTING COORDINATOR APPLICATION
FOR THE Seventeenth JUDICIAL CIRCUIT, FLORIDA**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

I. QUALIFICATIONS

PROFESSIONAL REQUIREMENTS. Check all that apply and insert licensure or certification number(s) and attach verification.

- Licensed mental health professional under Florida Chapters 490 or 491, # _____
- Physician under Florida Chapter 458 with certification by American Board of Psychiatry and Neurology, # _____
- Florida Supreme Court certified family mediator with at least a master's degree in a mental health field, # _____
- Member in good standing of The Florida Bar, # _____

Check all successfully completed:

- Three years post licensure or post certification practice in any one of the professions checked above;
- Family mediation training program certified by the Florida Supreme Court; and
- Parenting coordination training approved by the Office of the State Courts Administrator, Dispute Resolution Center.

II. CRIMINAL HISTORY & DISQUALIFICATION

(a) Have you ever been convicted of, pled guilty, or pled no contest, regardless of whether adjudication of guilt or imposition of sentence was suspended, deferred, or withheld in relation to any of the following (include traffic crimes, such as DUI, reckless driving, or driving without a valid license, but do not include traffic infractions such as excessive speed):

(1) a felony, misdemeanor of the first degree, or a misdemeanor of the second-degree involving dishonesty or false statement; Yes No

(2) a conviction of a similar offense described in question (a)(1) that includes a conviction by a federal, military, or tribal tribunal, including courts-martial conducted by the Armed Forces of the United States; Yes No

(3) a conviction of a similar offense described in question (a)(1) that includes a conviction or entry of a plea of guilty or no contest resulting in a sanction in any jurisdiction of the United States or any foreign jurisdiction. A sanction includes, but is not limited to, a fine, incarceration in a state prison, federal prison, private correctional facility, or local detention facility; or Yes No

(4) a conviction of a similar offense described in question (a)(1) of a municipal or county ordinance in this or any other state. Yes No

(b) Have you been convicted or had adjudication withheld on a charge of child abuse, child neglect, domestic violence, parental kidnapping, or interference with custody or time-sharing? Yes No

(c) Have you been found by a court in a child protection hearing to have abused, neglected, or abandoned a child? Yes No

(d) Have you consented to an adjudication or a withholding of adjudication on a petition for dependency? Yes No

(e) Have you been or are you currently a respondent in a final order or injunction of protection against domestic violence? Yes No

(f) Are you currently NOT in good standing or in clear and active status with any professional licensing authority or certification board to which are subject? Yes No

(g) Have you ever been disqualified by the Parenting Coordinator Review Board?

If you answered yes to any of the questions, you must provide the following information:

- (1) Copies of all documentation related to the case and its resolution;
- (2) A statement, sworn to be truthful, as to the circumstances surrounding the incident(s);
- (3) A statement describing and a copy of the order, if currently on probation;
- (4) Any effort at rehabilitation; and
- (5) Any other information you believe would be useful in reviewing your application.

III. DECLARATIONS

- I have read and am familiar with all of the required readings listed in the training standards applicable to the Approved Parenting Coordinator Training program I successfully completed.
- I have read and am familiar with the local forms, rules, and procedures used in the circuit I am applying to pertaining to parenting coordination.
- I will comply with Americans with Disabilities Act, the Civil Rights Act of 1964, as amended, and any other federal or state law that prohibits discrimination.

IV. SUPPORTING DOCUMENTATION CHECKLIST

- (a) Please attach the required documentation and indicate that you have done so. Current professional license(s) and/or Florida Supreme Court family mediation certification;
- (b) Proof of completion of Florida Supreme Court certified family mediation training;
- (c) Proof of completion of an Office of the State Courts Administrator, Dispute Resolution Center approved parenting coordination training;
- (d) Documentation of criminal history, if any; and
- (e) (Optional) Any other information that you feel might be relevant as your application is reviewed. This might include a brief description of special training or experience that might enhance your performance as a parenting coordinator.

V. ATTESTATION

I, _____, swear and affirm all of the following: that the information supplied on this application and all documents provided are correct; that to the best of my knowledge, I qualify as a parenting coordinator as defined in section 61.125, Florida Statutes; and that I will notify, in writing, the chief judge for this judicial circuit, or designee(s), of the following within 30 days of any of the following events: a) address change; b) legal name change; c) change in fees; d) any criminal conviction; e) disqualifying event under section 61.125(6), Florida Statutes, or f) change in the status of any professional license or certification I currently hold.

I understand that any omissions, falsifications, misstatements, or misrepresentations of the information provided in this application, or in information required to be subsequently provided, may be grounds for disqualification or dismissal. My signature reflects my understanding that I am signing this document under oath under penalty of perjury.

Signature _____ Date _____

VI. AUTHORIZATION TO INVESTIGATE AND RELEASE OF INFORMATION

I, _____ (name) authorize the above-named court to conduct a criminal history and background investigation on me. I authorize the release of information and/or documents to this court from the Florida Department of Children and Families/Adult Protective Services; the Florida Department of Law Enforcement; any city, county, state and/or federal law enforcement agencies; any school; and any other entity. I release this court from any and all liability and expense associated with this investigation or release of information and/or documents.

Signature _____ Date _____

INFORMATIONAL ITEMS

The information provided in these items will be used for referral or appointment purposes only and will not be used in the process to determine qualification.

A. EXPERIENCE

COURT APPOINTMENT.

List all judicial circuits in which you are on the roster of qualified parenting coordinators: _____

ADDITIONAL TRAINING.

Describe any additional training relevant to your services as a parenting coordinator: _____

PROFESSIONAL EXPERIENCE.

Present Employment: _____

Identify your areas of practice or specialty: _____

Describe your alternative dispute resolution experience: _____

Describe any other professional experience you have that is pertinent to your ability as a parenting coordinator, (e.g., work with families, parents, and/or children): _____

Detail any additional expertise and training that will enhance your ability to address specific issues as a parenting coordinator (e.g., child abuse and neglect, domestic violence, substance abuse, legal issues, financial issues)

List languages in which you are fluent other than English: _____

B. LOCATION AND LIMITATION

LOCATION. List any additional office locations where you can provide parenting coordination services. _____

LIMITATION.

Yes No Are you willing to work on cases with an active domestic violence injunction or a stay away order?

Yes No Are you willing to work on cases via audio or audio-visual communication technology for parties who cannot attend meetings in-person?

Yes No Are you willing to work in a setting other than your office?

State any locations in this circuit in which you are not willing to provide parenting coordination services: _____

C. FEE STRUCTURE

List your hourly rate of compensation as a parenting coordinator: \$_____

Yes No Do you charge a retainer fee? If so, state the amount \$_____

Yes No Are you willing to accept pro bono or sliding fee appointments? If so, specify the conditions: _____

THIS COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION MUST BE DELIVERED TO:

Chief Judge or designee(s)

Seventeenth **Judicial Circuit**

Brittany Simpson Joseph, Alternative Dispute Resolution Director

Email: bsimpsonjoseph@17th.flcourts.org / Fax: (954) 831.6079 / Phone: (954) 831.6075

201 SE 6th Street, Room 19150, Fort Lauderdale, FL, 33301

**QUALIFIED PARENTING COORDINATOR RENEWAL FORM
FOR THE Seventeenth JUDICIAL CIRCUIT, FLORIDA
DUE ON DECEMBER 31 OF EVERY ODD CALENDAR YEAR**

Name: _____

Current Qualification Period: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

I. QUALIFICATIONS

PROFESSIONAL REQUIREMENTS. Check all that apply and insert licensure or certification number(s) and attach verification.

- Licensed mental health professional under Florida Chapters 490 or 491, # _____
- Physician under Florida Chapter 458 with certification by American Board of Psychiatry and Neurology, # _____
- Florida Supreme Court certified family mediator with at least a master's degree in a mental health field, # _____
- Member in good standing of The Florida Bar, # _____

II. CRIMINAL HISTORY & DISQUALIFICATION

Since your initial qualification application or last renewal application:

- (a) Have you ever been convicted of, pled guilty, or pled no contest, regardless of whether adjudication of guilt or imposition of sentence was suspended, deferred, or withheld in relation to any of the following (include traffic crimes, such as DUI, reckless driving, or driving without a valid license, but do not include traffic infractions such as excessive speed):

(1) a felony, misdemeanor of the first degree, or a misdemeanor of the second-degree involving dishonesty or false statement; Yes No

(2) a conviction of a similar offense described in question (a)(1) that includes a conviction by a federal, military, or tribal tribunal, including courts-martial conducted by the Armed Forces of the United States; Yes No

(3) a conviction of a similar offense described in question (a)(1) that includes a conviction or entry of a plea of guilty or no contest resulting in a sanction in any jurisdiction of the United States or any foreign jurisdiction. A sanction includes, but is not limited to, a fine, incarceration in a state prison, federal prison, private correctional facility, or local detention facility; or Yes No

(4) a conviction of a similar offense described in question (a)(1) of a municipal or county ordinance in this or any other state. Yes No

(b) Have you been convicted or had adjudication withheld on a charge of child abuse, child neglect, domestic violence, parental kidnapping, or interference with custody or time-sharing? Yes No

(c) Have you been found by a court in a child protection hearing to have abused, neglected, or abandoned a child? Yes No

(d) Have you consented to an adjudication or a withholding of adjudication on a petition for dependency? Yes No

(e) Have you been or are you currently a respondent in a final order or injunction of protection against domestic violence? Yes No

(f) Are you currently NOT in good standing or in clear and active status with any professional licensing authority or certification board to which are subject? Yes No

(g) Have you ever been disqualified by the Parenting Coordinator Review Board?

If you answered yes to any of the questions, you must provide the following information:

(1) Copies of all documentation related to the case and its resolution;

(2) A statement, sworn to be truthful, as to the circumstances surrounding the incident(s);

(3) A statement describing and a copy of the order, if currently on probation;

(4) Any effort at rehabilitation; and

(5) Any other information you believe would be useful in reviewing your application.

III. SUPPORTING DOCUMENTATION CHECKLIST

(a) Licensure verification; and

(b) Continuing Parenting Coordinator Education (CPCE) Reporting Form reflecting 16-hours of required CPCE.

IV. ATTESTATION

I, _____, swear and affirm all of the following: that the information supplied on this application and all documents provided are correct; that to the best of my knowledge, I qualify as a parenting coordinator as defined in section 61.125, Florida Statutes; and that I will notify, in writing, the chief judge for this judicial circuit, or designee(s), of the following within 30 days of any of the following events: a) address change; b) legal name change; c) change in fees; d) any criminal conviction; e) disqualifying event under section 61.125(6), Florida Statutes, or f) change in the status of any professional license or certification I currently hold.

I understand that any omissions, falsifications, misstatements, or misrepresentations of the information provided in this application, or in information required to be subsequently provided, may be grounds for disqualification or dismissal. My signature reflects my understanding that I am signing this document under oath under penalty of perjury.

Signature _____ Date _____

V. AUTHORIZATION TO INVESTIGATE AND RELEASE OF INFORMATION

I, _____ (name) authorize the above-named court to conduct a criminal history and background investigation on me. I authorize the release of information and/or documents to this court from the Florida Department of Children and Families/Adult Protective Services; the Florida Department of Law Enforcement; any city, county, state and/or federal law enforcement agencies; any school; and any other entity. I release this court from any and all liability and expense associated with this investigation or release of information and/or documents.

Signature _____ Date _____

INFORMATIONAL ITEMS

The information provided in these items will be used for referral or appointment purposes only and will not be used in the process to determine qualification.

A. EXPERIENCE

COURT APPOINTMENT.

List all judicial circuits in which you are on the roster of qualified parenting coordinators: _____

ADDITIONAL TRAINING.

Describe any training since your initial application or last renewal relevant to your services as a parenting coordinator which is not listed on your attached CPCE Form:

B. PROFESSIONAL EXPERIENCE SINCE YOUR INITIAL APPLICATION OR LAST RENEWAL.

Present Employment: _____

Identify your areas of practice or specialty: _____

Describe your alternative dispute resolution experience: _____

Describe any other professional experience you have that is pertinent to your ability as a parenting coordinator, (e.g., work with families, parents and/or children): _____

Detail any additional expertise and training that will enhance your ability to address specific issues as a parenting coordinator (e.g., child abuse and neglect, domestic violence, substance abuse, legal issues, financial issues)

List languages in which you are fluent other than English: _____

C. LOCATION AND LIMITATION

LOCATION. List any additional office locations where you can provide parenting coordination services. _____

LIMITATION.

Yes No Are you willing to work on cases with an active domestic violence injunction or a stay away order?

Yes No Are you willing to work on cases via audio or audio-visual communication technology for parties who cannot attend meetings in-person?

Yes No Are you willing to work in a setting other than your office?

State any locations in this circuit in which you are not willing to provide parenting coordination services: _____

D. FEE STRUCTURE

List your hourly rate of compensation as a parenting coordinator: \$ _____

Yes No Do you charge a retainer fee? If so, state the amount \$ _____

Yes No Are you willing to accept pro bono or sliding fee appointments? If so, specify the conditions: _____

THIS COMPLETED APPLICATION AND SUPPORTING DOCUMENTATION MUST BE DELIVERED TO:

Chief Judge or designee(s)

_____ **Judicial Circuit**

Brittany Simpson Joseph, Alternative Dispute Resolution Director

Email: bsimpsonjoseph@17th.flcourts.org / Fax: (954) 831.6079 / Phone: (954) 831.6075

201 SE 6th Street, Room 19150, Fort Lauderdale, FL, 33301

Continuing Parenting Coordination Education (CPCE) Reporting Form

Due December 31 of every odd calendar year

Print Full Legal Name: _____

Requirement: All qualified parenting coordinators must complete a minimum of 16 hours of CPCE including:

- four hours of ethics including a minimum of two hours of ethics specific to parenting coordination (*two hours may include either mediator or parenting coordination ethics*); and
- four hours of interpersonal violence (IPV) including a minimum of two hours specific to parenting coordination with a focus on domestic violence and child abuse, child neglect or abandonment; and
- two hours of mental health and family dynamics education; and
- two hours of Florida family law and rules of procedure education; and one hour of cultural diversity education.

Date	Title and Sponsor	Total Hours (16)	Ethics (4)	IPV (4)	MH (2)	Family (2)	CD (1)

Signature _____

Date _____

Continuing Parenting Coordination Education (CPCE) Reporting Form

Due December 31 of every odd calendar year

Requirements. All qualified parenting coordinators must complete a minimum of 16 hours of CPCE every two years.

If a parenting coordinator is eligible for renewal with less than two years of qualification, the 16 hours of required CPCE shall be calculated on a pro rata basis. Parenting coordinators with:

- four to six months of qualification shall be required to complete four hours of CPCE including one hour of IPV and one hour of either parenting coordination or mediator ethics;
- seven to 12 months of qualification shall be required to complete eight hours of CPCE including two hours of ethics specific to parenting coordination, two hours of IPV specific to parenting coordination with a focus on domestic violence and child abuse, child neglect or abandonment, one hour of mental health and family dynamics, and one hour of Florida family law and rules of procedure;
- 13 to 18 months of qualification shall be required to complete 12 hours of CPCE including two hours of ethics specific to parenting coordination and one hour of either parenting coordination or mediator ethics, two hours of IPV specific to parenting coordination with a focus on domestic violence and child abuse, child neglect or abandonment and one hour of IPV on any topic, one hour of mental health and family dynamics, and one hour of Florida family law and rules of procedure; and
- 19 to 24 months of qualification shall be required to complete all 16 hours of the required CPCE.

Methods: CPCE hours can be earned by any of the following formats:

- attendance at a live lecture or seminar; or
- listening to or viewing previously recorded presentations; or
- attendance at an interactive internet presentation that includes audience participation in real time; or
- attendance at a web-based seminar without real-time audience participation; or
- participation as a lecturer, presenter, or panel member in a CPCE program; or
- attendance at Florida Supreme Court ADR committee or board meetings for the time spent on parenting coordination topics; or
- authoring or editing written materials submitted for publication that have significant intellectual or practical content directly related to the practice of parenting coordination; or
- successfully completing a self-directed program that is qualified for continuing education credit by a governmental licensing board.

Deficiency. If all other qualifications are satisfied but a qualified parenting coordinator is deficient in CPCE hours, the parenting coordinator shall be notified in writing and qualification shall be continued for 90 days from the notice of noncompliance. During those 90 days, the parenting coordinator shall complete all remaining CPCE requirements to be eligible for continued qualification.

Authorization for Background Investigation

Parenting Coordinator

All spaces must be completed. Please print legibly or type.

Name _____
Last First Middle

Alias / Former Name _____

Social Security Number _____ **Date of Birth** _____

Driver's License Number _____ **State Issued** _____

Mediator Certification Number _____

Renewal Date _____

Ethnicity American Indian or Alaskan Native **Sex** Male
 Asian or Pacific Islander Female
 Black (not of Hispanic Origin)
 Hispanic
 White (not of Hispanic Origin)

Business Address: _____

Home Address (if different than above):

Email Address: _____

Phone Number: _____

I hereby authorize the 17th Judicial Circuit, its officers, and employees, to conduct a background investigation which may include verification of my education, previous employment, criminal records as held by any entity, and driving record as held by any entity. I release the 17th Judicial Circuit, its officers, agents, and employees, from any liability whatsoever in connection with the background verification or use of the results in determining if a contract will be executed by the 17th Judicial Circuit with the undersigned.

Proposed Vendor's Signature

Date

Approved
 Not Approved

Diana Sobel
FY23/24