

COMMONWEALTH OF MASSACHUSETTS
THE TRIAL COURT
PROBATE AND FAMILY COURT DEPARTMENT
ADMINISTRATIVE OFFICE
JOHN ADAMS COURTHOUSE
PEMBERTON SQUARE, MEZZANINE

TO: All Persons Interested in Receiving Appointments Under Category "E" and/or "F" of the Probate and Family Court Supreme Judicial Court Rule 1:07 Fee Generating Appointment List

FROM: Hon. John D. Casey, Chief Justice

DATE: October 2, 2018

You may receive this email twice if you are on both lists.

If you are currently on the Category E and/or F list and would like to remain on the list for 2019, you must participate in yearly mandatory CLE as set forth by the Administrative Office of the Probate and Family Court.

To remain on the Category E and/or F list, you must complete (or have completed) a minimum of three and a half (3.5) hours of training relevant to guardian *ad litem* practice and procedure.

ANY relevant training attended since January 1, 2018 is acceptable.

Documents to submit to the Probate and Family Court Administrative Office by December 15, 2018:

If you attend a program, you must obtain and forward a Certificate of Attendance, as well as provide a brief description of the training.

If you view a recorded webcast, you probably have not received a Certificate of Attendance. Instead, we ask that you send a description of the program and proof of purchase, as well as an affidavit stating that in addition to purchasing the webcast, you also viewed the webcast.

The completed Certificate of Attendance or proof of purchase and affidavit must be submitted to the Administrative Office **by December 15, 2018** or your name will no longer appear on the court-generated Category E and/or F list.

PLEASE NOTE that attendance at the *Intimate Partner Abuse and Family Violence Dynamics* training is REQUIRED of all Category E and/or Category F list members.

If you have NOT yet completed BOTH the on-line segment and the in-person segment of this training (at ANY time), please contact Attorney Jocelyne Deborah Welsh (jocelyne.welsh@jud.state.ma.us) immediately to sign up.

Completion of this Domestic Violence course in 2018 will meet the mandatory requirement referenced above, IF you have NOT done so previously in conjunction with the training each current list member attended. This course has not changed and must be attended only once until further notice.

Each list member must also complete and submit the attached form indicating acceptance of an appointment to a state-pay case.

The Probate and Family Court is seeking experienced Category E and Category F GALs to serve as mentors for new Category E and Category F GALs, to assist them relative to their first court appointment.

No fee may be charged for mentoring a new list member for his or her first appointment.

Each list member interested in assisting should complete and submit the form indicating availability to serve as a mentor for the first appointment of a new list member. If you are interested, please complete the attached form and return it to Jocelyne D. Welsh, Administrative Attorney, Probate and Family Court Department, John Adams Courthouse, One Pemberton Square, Mezzanine, Boston 02108 or by *e-mail*: jocelyne.welsh@jud.state.ma.us by **October 31, 2018**.

Please send this form even if you have done so in the past so we can update our list.

All documentation (Continuing Legal Education compliance, acceptance of a state-pay case, and interest in serving as a mentor) may be sent by facsimile (617-788-8995), by US mail to the Probate and Family Court Administrative Office at the above address, or by *e-mail* to jocelyne.welsh@jud.state.ma.us.

Please remember that the Continuing Legal Education Requirement for Category E and Category F list members is separate and distinct from the continuing education requirements for any other fee generating appointment category.