

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 "V" (Parenting Coordinator) 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**

**If you are currently on the Category V 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.

**In order to remain on the Category V list, you must complete a minimum of six (6) hours of training relevant to acting as a Parenting Coordinator in the Probate and Family Court Department annually.**

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

**Documents to be submitted 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 us 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 V list.

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All documentation of compliance with this Continuing Legal Education requirement 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 [jocelynne.welsh@jud.state.ma.us](mailto:jocelynne.welsh@jud.state.ma.us).

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