

**PARENTING COORDINATION PROGRAM**

**INTERNAL OPERATING PROCEDURE**

**MONTGOMERY COUNTY COURT OF COMMON PLEAS**

1. An attorney or mental health professional seeking to be included on the roster of qualified individuals to serve as a Parenting Coordinator in Montgomery County shall submit to Court Administration the following:
  - A. A letter addressed to the Administrative Judge of the Family Division.
  - B. The completed Affidavit Form (as approved by the Court) attesting that the applicant has the qualifications as set forth in Pa.R.Civ.P. 1915.11-1 (b) “*Qualifications of the Parenting Coordinator*”.
2. The following criteria shall apply to the qualifications and approval of a Parenting Coordinator in accordance with Section (b)(1) of the aforementioned Rule:
  - A. Five hours of training in the Pennsylvania parenting coordination process since August 9, 2018;
  - B. Ten hours of family mediation training within the last 5 years;
  - C. Five hours of training in domestic violence within the past 2 years;
  - D. Verification of current professional liability insurance via copy of said policy’s coversheet/declaration page with minimum coverage of \$50,000 (which includes the provision of parenting coordination services);
  - E. Acknowledgement of responsibility to accept at least one (1) pro bono assignment each calendar year. This minimum requirement may be adjusted periodically subject to a determination by the Administrative Judge.
  - F. Acknowledgement that the applicant has read the Association of Family and Conciliation Courts (AFCC) Parenting Coordination Guidelines and the American Psychological Association (APA) Parenting Coordination Guidelines.

AFCC and APA Parenting Coordinator Guidelines are posted at:

<https://www.afccnet.org/Portals/0/AFCCGuidelinesforParentingcoordinationnew.pdf>

<https://www.apa.org/pubs/journals/features/parenting-coordination.pdf>

3. The Administrative Judge shall review each application to serve as a Parenting Coordinator that is received by Court Administration and, at her/his discretion, shall conduct an in-person interview of the applicant.
4. The Administrative Judge shall submit a recommendation to the President Judge as to the eligibility of each applicant to be placed on the roster as a Parenting Coordinator.
5. Any person acting in the capacity of a Parenting Coordinator must be on the County roster.
6. Upon each appointment of a Parenting Coordinator, the appointing Judge shall inform the Administrative Judge as to the date of the appointment, the Parenting Coordinator that was assigned and the hourly rate being charged. Any appointment that will extend beyond one year shall be submitted by the appointing Judge to the Administrative Judge for prior approval.
7. FEES:
  - A. Each Parenting Coordinator shall specifically state on their application the hourly rate that they will charge and the amount of any initial retainer required.
  - B. A Parenting Coordinator may change their hourly rate upon 60 days written notice to the Administrative Judge. A change in rate shall be prospective and shall not apply to existing assignments.
  - C. The Judge appointing a Parenting Coordinator in a case shall assess the amount of the hourly rate and the amount of any initial retainer in its assignment of a Parenting Coordinator.
  - D. If a party has previously filed and been granted *In Forma Pauperis* (IFP) status, and continues to be eligible for IFP status, the Court shall waive the fees for the parenting coordination process for that party.
  - E. Parenting Coordinators on the County roster are encouraged to provide reduced hourly rates for low income families in accordance with Rule 1911.11-1 (g).
  - F. Parenting Coordinator's shall not file, as part of the divorce or custody actions, a Petition relating to the non-payment of their fees.
8. The Administrative Judge shall have the discretionary authority to review the performance of any Parenting Coordinator on the County roster and to make recommendations to the President Judge with regard to their ongoing status on the roster.

IN RE: PROMULGATION OF  
LOCAL RULES

IN THE COURT OF COMMON PLEAS  
MONTGOMERY COUNTY,  
PENNSYLVANIA

NO.

**ORDER**

AND NOW, this                      day                      , 2019, Montgomery County Local

Rule of Civil Procedure 1915.11-1 is promulgated as follows:

Montgomery County Rule 1915.11-1    PARENTING COORDINATION

(a)    Appointment of a Parenting Coordinator.

- (1)    If the parties agree on the appointment of a Parenting Coordinator and/or if the Court deems one necessary, an appointment Order will be entered in accordance with Pa.R.Civ.P. 1915.22.
- (2)    Any person acting in the capacity of a Parenting Coordinator must be on the County roster.
- (3)    The roster of the Court's approved Parenting Coordinators shall be posted at [www.montcopa.org/courts](http://www.montcopa.org/courts).

(b)    Approved Parenting Coordinators.

An attorney or mental health professional seeking to be included on Montgomery County Court's roster of qualified individuals to serve as a Parenting Coordinator shall submit to Court Administration the following:

- (1)    A letter addressed to the Administrative Judge of the Family Division.
- (2)    The completed Affidavit in substantially the form set forth. The form referenced herein is available on line at [www.montcopa.org/courts](http://www.montcopa.org/courts).
- (3)    An acknowledgment that he or she must accept at least one (1) pro bono assignment each calendar year. The minimum requirement may be adjusted periodically subject to a determination by the Administrative Judge.

(c)    Parenting Coordinator Recommendations.

- (1)    Parenting Coordinator shall file their Summary and Recommendations with the Prothonotary within two (2) days after the last communication

with the parties on the issues in accordance with Pa.R.Civ.P. 1915.11-1(f)(2).

- (2) Parenting Coordinator shall specifically state the manner of service of their Summary and Recommendations to the parties.
- (3) Parenting Coordinator shall include the rationale for their Recommendation in the Summary and will also indicate if it requires the Court's immediate attention.
- (4) Objections to Parenting Coordinator's Recommendation(s) and a request for a Record Hearing.

- a. A party objecting to the Recommendations must file with the Prothonotary an original of their Objections and a request for a Record Hearing before the Court within five days of service of the Summary and Recommendations together with a Proof of Service upon all parties and the Parenting Coordinator.

- b. The Objections and Petition shall be in substantially the form set forth. The form referenced herein is available on line at [www.montcopa.org/courts](http://www.montcopa.org/courts).

- c. The Prothonotary shall promptly forward the Objections and Petition to the Court Administrator's Office.

- d. In the event Objections are filed, the Court shall schedule a timely proceeding.

- (5) Court Review of Parenting Coordinator's Recommendations.

If no objections to the Parenting Coordinator's Recommendation are filed with the Prothonotary within five days of service of the Summary and Recommendation, the Prothonotary shall forward the Summary and Recommendation to the Court Administrator's Office for the purpose of transmitting the same to the Family Court Judge assigned to the case for review of the Recommendation in accordance with Pa.R.C.P. 1915.11-1(f)(4).

(d) Fees.

Parties who request the appointment of a Parenting Coordinator, or who are identified by the Court as benefiting from the appointment of a Parenting Coordinator, shall pay the Parenting Coordinator as follows:

- (1) His or her hourly rate;
- (2) Any requirement for an initial retainer. The initial retainer shall not exceed the equivalent of five (5) hours at the Parenting Coordinator's

hourly rate.

- (3) If a party has previously filed and been granted *In Forma Pauperis* (IFP) status by the Court, and continues to be eligible for IFP status, the Judge appointing the Parenting Coordinator shall waive the fees for the parenting coordination process for that party.

(e) Miscellaneous.

- (1) A Parenting Coordinator shall not be required to make a Recommendation to the Court, at their discretion, on every disputed issue raised by the parties.
- (2) The appointing Judge may reject a Recommendation from a Parenting Coordinator without a proceeding, at their discretion, if the disputed issue exceeds the authority set forth in Rule 1915.11-1.

BY THE COURT:

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PRESIDENT JUDGE

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ADMINISTRATIVE FAMILY  
JUDGE