

## PROGRAM APPLICATION - CHECK LIST

### **Complete the Program Application Cover Sheet.**

Fill-in the Program information.

Sign and date the Certification Form.

Note: All applications must be sent to each department separately by mail on or before the application deadline. **No e-mail submissions will be accepted or allowed.** See: Section 7A of the Instruction Guide.

### **Complete the Program Application** - There are separate applications for New and Existing Programs.

Answer the Narrative Questions.

**New Programs** must answer all of the 15 questions. See: Application for New Programs.

**Existing Programs** must update their information from the prior approval process and attach their policies. See: Re-Application for Existing Programs.

Existing Programs must complete the extension of services question, if applicable.

Existing Programs must attach their Policies with their application.

### **Programs must provide the List of Neutrals on your roster (Forms 1 & 2).**

**New Programs** must list their neutrals on Form 1. See: the Rule 8 Summary to ensure compliance with Qualification Requirements for neutrals.

**Existing Programs** must list their neutrals on Form 1 and/or Form 2.

### **All Programs must send each Department, it seeks approval from, a separate application by Friday, November 16, 2012.**

**All Programs must send an e-mail copy of each Departmental application to The Office of Court Management. See: Section 7 B of the Instruction Guide.**