



THE TRIAL COURT OF MASSACHUSETTS
PROBATE and FAMILY COURT

Three Center Plaza, Suite 210
Boston, MA 02108

John D. Casey
Chief Justice

Domenic M. DiCenso
Deputy Court Administrator

MEMORANDUM

To: All Persons Interested in Receiving Appointments under Category E and 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: August 29, 2023

RE: Category E and F requirements to remain on the list for 2024 and Recertification Requirements

Everyone who is currently on the Category E or F list and who would like to remain on the list for 2024 must satisfy the yearly requirements as set forth by the Administrative Office of the Probate and Family Court and listed below. **All required documents must be emailed no later than December 1, 2023 to pandf.feegenerating@jud.state.ma.us**.

To remain on the list for 2024, everyone must complete and email: (1) the mandatory continuing education certificate and prompts from the MCLE training; **and** (2) the State-pay Requirement form.

Please note re. Recertification: in addition to the above requirements, anyone currently on the Category E or Category F list whose membership on the list expires on December 31, 2023 must also complete and submit with your other two forms: (3) the Category E or Category F recertification form, and (4) a copy of your current insurance binder showing coverage of at least \$100,000.

(1) Continuing Education Requirement

To remain on the Category E or F list for 2024, you must complete the mandatory training, with all of the required prompts, that we are offering through MCLE. **The live, virtual training will be held on October 4, 2023. However, this training will be recorded so that you may complete the training as your schedule permits.**

We have worked with MAGAL and AFCC to create a training that is interesting and engaging. We will be covering report writing and frequently asked questions of GALs - from subpoenas, to depositions, and more. Practice tips will be offered by seasoned Category E and F GALs and Probate and Family Court judges.

AND

(2) State-pay Requirement Form

Each list member must also complete and email the State-pay Requirement form. This form must be completed **based on Category E or Category F appointments only that were received starting on January 1, 2023.**

For list members whose membership expires on December 31, 2023 – all of the above **AND**

(3) Recertification Form Requirement

This form must be completed in its entirety and emailed with the other requirements.

AND

(4) Copy of current insurance binder showing coverage of at least \$100,000.

Please remember that the continuing 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.

If you do not email all of the required documents to pandf.feegenerating@jud.state.ma.us by December 1, 2023, your name will be removed from the court-generated Category E or Category F list. The subject of the email must be: Category E/F – Last name.first name.2023reqs. Please do not mail or fax any submissions to the Administrative Office.

Please email any questions you might have to pandf.feegenerating@jud.state.ma.us.