



THE TRIAL COURT OF MASSACHUSETTS
PROBATE and FAMILY COURT

Three Center Plaza, Suite 210
Boston, MA 02108

Brian J. Dunn
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. Brian J. Dunn, Chief Justice

Date: August 25, 2025

RE: Category E and F requirements to remain on the list for 2026 and Recertification Requirements

Everyone who is currently on the Category E or F list and who would like to remain on the list for 2026 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 5, 2025 to pandf.feegenerating@jud.state.ma.us.**

To remain on the list for 2026, 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, 2025 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 policy page showing coverage of at least \$100,000.

(1) Continuing Education Requirement

To remain on the Category E or F list for 2026, 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 22, 2025, and will be rebroadcast on November 6 and November 14. In addition, this training will be available on demand through MCLE so that you may complete the training as your schedule permits.**

We have worked with MAGAL and AFCC to create a training that we hope is interesting and engaging. The training will include two segments. The first segment will address the new parentage law and how new provisions recognizing de facto parentage, more than two legal parents, and surrogacy agreements will likely affect GAL practice. The second segment will involve discussions with experienced GALs and Probate and Family Court judges regarding how to cope with incivility while completing GAL assignments effectively. In both segments, 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, 2025.**

For list members whose membership expires on December 31, 2025 – all of the above **AND**

(3) [Recertification Form Requirement - Category E](#)
[Recertification Form Requirement - Category F](#)

AND

(4) Copy of current insurance binder policy page 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 5, 2025, 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.2025recert. 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.