



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 V 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 2, 2024

RE: Category V requirements to remain on the list for 2025 and Recertification Requirements

Everyone who is currently on the Category V list and who would like to remain on the list for 2025 must satisfy the yearly, mandatory continuing education requirement as set forth by the Administrative Office of the Probate and Family Court. At this time, to remain on the Category V list for 2025, you must submit proof of having taken 6 hours of training from the [approved list of trainings for calendar year 2024](#).

If you viewed a recorded webcast of an approved program and prompts were not available by the organization, we ask that you email proof of purchase, as well as an affidavit stating that in addition to purchasing the webcast, you also viewed the webcast, to pandf.feegenerating@jud.state.ma.us. The proof of purchase must include the name of the individual submitting the affidavit or the name of the firm of the individual submitting the affidavit.

All required documents must be emailed no later than December 2, 2024 to pandf.feegenerating@jud.state.ma.us. If you do not email all of the required documents by December 2, 2024, your name will be removed from the court-generated Category V list. **The subject of the email must be: Category V – Last name.first name.2024reqs**. Please do not mail or fax any submissions to the Administrative Office.

Important Note re. Recertification: In addition to the above requirements, anyone whose membership on the list expires on December 31, 2024 must also complete and email with your other required documentation: (1) the Category V Recertification form, and (2) a copy of your current insurance binder showing coverage of at least \$100,000.

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

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