

## **PROGRAM APPLICATION** **CHECK LIST - 2024**

**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 Trial Court Department separately by **email** on or before the application deadline. **See:** Sections 8 and 12 of the Instructions for the Program Application.

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

Answer the 15 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. **The Probate and Family Court Department is requiring all existing programs provide new answers to all the questions. See:** Section 6E of the Instructions for the Program Application.

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

**Programs must provide the List of Neutrals on their 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 Monday, November 18, 2024.**

**All Programs must send an e-mail copy of each Departmental application to the Executive Office of the Trial Court. See: Section 8C in the Instructions for the Program Application. ([adr@jud.state.ma.us](mailto:adr@jud.state.ma.us))**