



**RECERTIFICATION
for Category V members
whose inclusion
on the list expires
on December 31, 2024**

**Massachusetts Trial Court
Probate & Family Court Department**

Email Recertification Form to:

Pandf.feegenerating@jud.state.ma.us

by December 2, 2024 with the required
form(s)/documentation.

First Name:

Middle Name:

Last Name:

Firm/Business Name, if any:

Email Address:

Mailing Address:

Website Address:

Mobile Telephone Number:

Office Telephone Number:

B.R.O./ B.B.O. number:

Proficiency in languages other than English (optional):

Special experience/expertise (optional):

☐ I certify that I was admitted to practice before the Supreme Judicial Court on _____ that I remain
in good standing to practice in Massachusetts.

OR

I am licensed to practice psychiatry or psychology, or I am a licensed independent clinical social worker, a licensed
☐ marriage and family therapist, or a licensed mental health counselor. Specifically, I certify that I have been licensed
as a _____ by the Board of Registration, since _____.

AND

☐ I certify that I have not been charged with or arrested for any felonies. (If you cannot certify this, please explain here.)

☐ I certify that I have not been the subject of any complaints to my licensing board. (If you cannot certify this, please
explain here.) _____

☐ I certify that I have not been the subject of any complaints filed with the Administrative Office of the Probate and Family
Court pursuant to Uniform Practice I. Removal From Fee Generating Appointment List. (If you cannot certify this,
please explain here.) _____

☐ I understand that this recertification is for appointment as a parenting coordinator.

I WILL accept appointments from the following (up to four) divisions of the Probate and Family Court Department:

- | | | | | | | |
|-------------------------------------|------------------------------------|------------------------------------|----------------------------------|-----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Barnstable | <input type="checkbox"/> Berkshire | <input type="checkbox"/> Bristol | <input type="checkbox"/> Dukes | <input type="checkbox"/> Essex | <input type="checkbox"/> Franklin | <input type="checkbox"/> Hampden |
| <input type="checkbox"/> Hampshire | <input type="checkbox"/> Middlesex | <input type="checkbox"/> Nantucket | <input type="checkbox"/> Norfolk | <input type="checkbox"/> Plymouth | <input type="checkbox"/> Suffolk | <input type="checkbox"/> Worcester |

☐ If this recertification is approved, I understand that:

1. When I am appointed by the Court, I may not delegate any aspect of that appointment to anyone else.
2. If I am appointed as parenting coordinator and a person with an appearance in the case requests a certificate of my professional liability insurance, I will provide the certificate within seven days of such request.
3. To remain on this list for appointments, I understand that I am required to attend, on an annual basis, the mandatory training as set forth by the Administrative Office of the Probate and Family Court Department. I also understand that if I have not emailed the required documentation, as determined by the Administrative Office of the Probate and Family Court, by the required date each year to pandf.feegenerating@jud.state.ma.us, I will be removed from the list and be ineligible for appointments. Yearly attendance is insufficient if not accompanied by an approved continuing education certificate and any other required documents.
4. I understand that all communication and information relating to Category V trainings and requirements will be located on [the Probate and Family Court fee generating page on mass.gov](https://www.mass.gov/the-probate-and-family-court-fee-generating-page) and that any inquiries should be emailed to pandf.feegenerating@jud.state.ma.us.

WITH THIS RECERTIFICATION, I AM SUBMITTING THE FOLLOWING:

- ☐ A current copy of my insurance binder showing coverage of at least \$100,000
- ☐ My required documentation for continuing education as set forth by the Administrative Office of the Probate and Family Court on [the Probate and Family Court fee generating page on mass.gov](https://www.mass.gov/the-probate-and-family-court-fee-generating-page)

My current hourly rate is \$

- I understand that I have an affirmative obligation to timely notify the Administrative Office of the Probate and Family Court at pandf.feegenerating@jud.state.ma.us if at any time my answers to the questions contained herein change.

- ☐ I agree that the Trial Court may access a CARI (Criminal Activity Record Information) report. I understand that this is required as a condition of my inclusion on the fee generating appointment list and that the report will be kept confidential.

SIGNED UNDER THE PENALTIES OF PERJURY

I certify under the penalties of perjury that the foregoing statements are true to the best of my knowledge and belief.

Date: _____

Signature: _____