

Sample Court Coverage Agreement

Court (include address)	Court Coverage Proposed Staffing (staffing, days/hours, and FTE)	Court Schedule (days/hours)	Back-up Coverage (ex: Sr. Advocate, SP Advocate Supervisor)	Notes
Ex: Boston Probate & Family Court 123 Main Street	Jane Doe SAFEPLAN Advocate (.60 FTE or as needed) <i>Monday, Wednesday, Thursday 8-4</i> Volunteer SAFEPLAN Advocate (.40 FTE) TBD	Monday, Wednesday, and Thursday 8:00am – 4:00pm	Senior SAFEPLAN Advocate available for schedule change to cover court during sick/vacation time or victim need.	Senior SAFEPLAN Advocate and Director are available by cell phone when not in court.
Ex: Your Town District Court 456 State Street	Mary Smith SAFEPLAN Advocate (1 FTE) <i>Monday-Friday 8:00am – 4:00pm</i> Jane Doe SAFEPLAN Advocate (.40 FTE) <i>Tuesday and Friday 8-4</i> Cindy Jones Senior SAFEPLAN Advocate (.40 FTE) <i>Wednesday and Thursday 8-4</i> Volunteer SAFEPLAN Advocate (.40 FTE) TBD	Monday- Friday 8:00am – 4:00pm	Senior SAFEPLAN Advocate available for schedule change to cover court during sick/vacation time or victim need.	Senior SAFEPLAN Advocate and Director are available by cell phone when not in court.
Ex: Anytown District Court 789 Town Drive	Katie Johnson SAFEPLAN Advocate (1 FTE) <i>Monday-Friday 8:00am – 4:00pm</i> Cindy Jones Senior SAFEPLAN Advocate (.60 FTE) <i>Monday, Tuesday, Friday 8-4</i> Volunteer SAFEPLAN Advocate (.40 FTE) TBD	Monday- Friday 8:00am – 4:00pm	Senior SAFEPLAN Advocate available for schedule change to cover court during sick/vacation time or victim need.	Senior SAFEPLAN Advocate and Director are available by cell phone when not in court.