

PROGRAM APPLICATION
CHECK LIST

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 15, 2021.

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)