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 mail on or before the application deadline. No e-mail submissions will be accepted or allowed. See: Section 7A of the Instruction Guide.

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: Additional Departmental Requirements in the Instructions.

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 Friday, November 16, 2018.

All Programs must send an e-mail copy of each Departmental application to the Executive Office of the Trial Court. See: Section 7 B of the Instruction Guide (ADR@jud.state.ma.us).