



THE COMMONWEALTH OF MASSACHUSETTS  
THE TRIAL COURT  
PROBATE AND FAMILY COURT ADMINISTRATIVE OFFICE  
Three Center Plaza, Suite 210  
Boston, MA 02108

**AMENDED INFORMATION**

John D. Casey  
Chief Justice

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**To: All Persons Interested in Receiving Appointments under Category E and F of the Probate and Family Court Supreme Judicial Court Rule 1:07 Fee Generating Appointment List**

**From: Hon. John D. Casey, Chief Justice**

**Date: October 23, 2019**

**If you are currently on the Category E or F list and would like to remain on the list for 2020**

To remain on the Category E or F list, you must satisfy the yearly, mandatory continuing education requirement as set forth by the Administrative Office of the Probate and Family Court. At this time, in order to remain on the Category E or F list for 2020, you must submit proof of having taken 3.5 hours of training relevant to guardian ad litem practice and procedure in calendar year 2019. The Administrative Office of the Probate and Family Court will review the relevancy of the training to determine whether it is appropriate.

Due to the change in date of MAGAL's annual conference from November 15, 2019 to January 10, 2020, you may use this course to meet your continuing education requirements to remain on the list for 2020. You have until **January 17, 2020** to submit the necessary documents as described below.

**Documents to be submitted by January 17, 2020**

1. If you attend a program in person, you must obtain and submit a certificate of attendance form, as well as a brief description of the program or the program brochure.

If you view a live webcast, you must print your certificate of attendance and submit a certificate of attendance form, as well as a brief description of the program or the program brochure.

If you viewed a recorded webcast, you may not have received a certificate of attendance. In this case, we ask that you send us proof of purchase and a brief description of the program or the program brochure, as well as an affidavit stating that in addition to purchasing the webcast, you also viewed the webcast.

Please remember that the continuing education requirement for Category E and Category F list members is separate and distinct from the continuing education requirements for any other fee generating appointment category.

2. Each list member must also complete and submit the:

- [State-pay Requirement form](#); and
- [Mentor Sign-Up form](#)

All required documents must be submitted to the Administrative Office of the Probate and Family Court by January 17, 2020 or your name will no longer appear on the court-generated Category E and F list. The documents must be emailed to the Administrative Office of the Probate and Family Court at [pandf.feegenerating@jud.state.ma.us](mailto:pandf.feegenerating@jud.state.ma.us). The subject of the email must be: Category E/F- Last name, first name, 2019reqs.

SJC Rule 1:07 can be found at: <https://www.mass.gov/supreme-judicial-court-rules/supreme-judicial-court-rule-107-fee-generating-appointments-and-the>.

The annual report of fee-generating appointments can be found at: <https://www.mass.gov/files/documents/2019/08/12/2020-annual-report-fee-generating-appointments.pdf>