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IN THE CIRCUIT COURT OF THE STATE OF OREGON  
FOR THE THIRD JUDICIAL DISTRICT

In the Matter of the **KEYBOARD**(Dissolution of)  
**KEYBOARD**(Petitioner),  
Petitioner,  
vs  
**KEYBOARD**(Respondent)  
Respondent.

Case No. **KEYBOARD**(Case No. )  
**ORDER APPOINTING  
PARENTING TIME COORDINATOR**

1. This matter came before the Court:

- Based on the agreement of the parents, as shown by the signatures below.
- On the Court's own motion.

The Court has entered an order dated **KEYBOARD**(date of order) regarding the custody and parenting time of the parties' minor child/ren, to-wit: **KEYBOARD**(Names of Children). This Court has jurisdiction over child custody and parenting time issues pursuant to ORS 109.744 because the Court's initial child custody determination was consistent with the provisions of the UCCJEA. Appointment of a Parenting Time Coordinator (hereinafter "Coordinator") is necessary to assist the parents in implementing the terms of their parenting plan. This Court shall have continuing jurisdiction for purposes of reviewing and implementing the Coordinator's recommendations pursuant to ORS 107.425(3) until the term of the Coordinator has expired or the Coordinator's appointment has otherwise been terminated, and all objections are resolved. The Court's retention of jurisdiction does not affect the finality of the underlying judgment, which is intended by the Court to be an appealable judgment under ORS 19.205.

1 **2. Findings (optional).** *(Although ORS 107.425(3) does not require the Court to make*  
2 *findings, the Marion County Family Law Advisory Committee recommends the Court make findings*  
3 *to strengthen the basis of the order for purposes of appeal.)*

4 The Court finds the following conditions justify the appointment of a Coordinator in this case.

5 One or both parents are unable to work cooperatively to engage in joint decision making for their  
6 child/ren. Due to the existing level of parental conflict, the child/ren's relationship with father  
7 (mother, both parents) has been seriously disrupted. The Court concludes that the only way the  
8 child/ren will be able to develop a normal relationship with and spend time with both parents, is  
9 through the use of a Coordinator with the power to coordinate parenting time, parenting exchanges,  
10 communication, and exchange of information and records.

11  
12 **3. Parenting Time Coordinator.**

13 The Court, having reviewed the case file and documents presented and being fully advised,  
14 hereby orders that **KEYBOARD**(Name of Coordinator) is appointed as a Coordinator pursuant to  
15 the provisions of ORS 107.425(3). It is further ordered that the parties cooperate with the  
16 Coordinator and follow the terms specified in this order.

17 The Coordinator may contact the parents and attorneys at the following telephone numbers.

18 Mother(name): **KEYBOARD**(Mother's Name) Father(name): **KEYBOARD**(Father's Name)  
19 Telephone number: **KEYBOARD**(Mother's phone) Telephone number: **KEYBOARD**(Father's phone)  
20 Attorney (name): **KEYBOARD**(Mother's Attorney) Attorney (name): **KEYBOARD**(Father's Attorney)  
21 Telephone number: **KEYBOARD**(Attorney's phone) Telephone number: **KEYBOARD**(Attorney's  
22 phone)

23  
24 **4. Term.**

25 The term of the Coordinator's service shall be for a period of  two years  other:  
26 \_\_\_\_\_ from the date of this order. The Coordinator's appointment may be terminated  
27 prior to the end of the term if both parents agree to the termination and receive permission from the  
28 Court, if the Coordinator requests to withdraw, on the Court's own motion, or pursuant to paragraph

1 (12) of this order.  
2

3 **5. Authority of the Parenting Time Coordinator.**

4 **(a). Issues Subject to Parenting Time Coordination.**

5 The Coordinator shall have authority to resolve disagreements relating to implementation of the  
6 parenting plan, including, but not limited to, the following issues: parenting time schedule and time  
7 share, including vacation and holiday scheduling; methods of safely exchanging the child/ren  
8 including transportation; methods of communication (telephone, letters, e-mail, etc.); education,  
9 child care/babysitting and extra-curricular activities for the child/ren; religious observances and  
10 training for the child/ren; medical/psychological care decisions about the child/ren; discipline of the  
11 child/ren; daily routine; relocation of one or both parents; and other matters submitted by the  
12 agreement of both parents. The Coordinator's authority includes the ability to recommend new or  
13 modified parenting time provisions.

14  In addition, the Coordinator shall have authority to resolve the following matters:  
15 \_\_\_\_\_  
16 \_\_\_\_\_  
17

18 **(b). Role of Parenting Time Coordinator.**

19 The primary role of the Coordinator is to assist the parties in working out disagreements about  
20 the child/ren in a way that minimizes conflict. He or she may resolve any issue within the scope of  
21 his/her authority by any appropriate dispute-resolution method. During this process, the Coordinator  
22 may coach and educate the parents about ways to better communicate about the children and about  
23 child development issues.

24 The Coordinator may recommend that the parents participate in any of the following  
25 interventions:

- 26 • therapy, recognizing that couples counseling is not appropriate in cases involving  
27 domestic violence;
- 28 • treatment programs, including batterer's intervention courses;

- 1 • mediation;
- 2 • custody/parenting time evaluation; and
- 3 • the Court's Parental Access Program.

4 The Coordinator may also recommend that an attorney be appointed for the child/ren, that the  
5 child/ren participate in therapy, and regarding any other issue deemed appropriate by the  
6 Coordinator. Any recommendations shall be submitted to the Court in writing with copies to each  
7 parent and attorneys involved in the case. The judge shall determine whether a modification is  
8 necessary to implement recommendations of the Coordinator.

9 The Coordinator may request instructions from the Court, either in court or in writing directed  
10 to the Court, with notice to all parties and attorneys.

11 The Coordinator shall first discuss any disagreement submitted to him or her with both parents,  
12 and attempt to resolve the matter. If it becomes clear to the Coordinator the disagreement can not  
13 be resolved voluntarily, he or she may notify the parties that an impasse has been reached, and that  
14 a recommendation will be made in accordance with ORS 107.425(3).

15  
16 **(c). Appointments.**

17 Appointments with the Coordinator shall be scheduled at the request of either parent by telephone  
18 or in person with no written notice required. Each parent shall make a good faith effort to be  
19 available for appointments when requested by the other parent or the Coordinator.

20 The Coordinator shall set a time and place for a brief informational meeting within 20 days of the  
21 signing of this order. Both parents shall attend, or shall notify the Coordinator upon receipt of the  
22 meeting notice of any scheduling difficulties. Either parent may contact the Coordinator if meeting  
23 in the same room with the other parent would be uncomfortable, and alternative arrangements shall  
24 be made.

25  
26 **(d). Process for Making Recommendations.**

27 The Coordinator shall have discretion to set rules and procedures for the conduct of meetings  
28 which both parents shall abide by. The Coordinator shall investigate and decide matters submitted

1 to him/her by meeting with the parents, reviewing written materials submitted to him/her, and  
2 considering any other information relevant to the matter at issue. Meetings may be held with both  
3 parents present or by meeting with one parent at a time. The Coordinator has discretion to allow  
4 either parent to appear by telephone.

5 The Coordinator may consult with professionals, family members and others who have  
6 information about the parents or child/ren, such as therapists, custody evaluators, school teachers,  
7 etc., and may consider that information in making a recommendation. The Coordinator shall have  
8 the authority to determine the protocol of all interviews and sessions including, in the case of  
9 meetings with the parents, the power to determine who attends such meetings.

10 The Coordinator is authorized to interview the child/ren privately in order to ascertain the child's  
11 needs as to the issues being decided. The Coordinator shall avoid forcing the child/ren to choose  
12 between the parents.

13 The Coordinator shall decide any matter submitted to him or her within ten (10) days, and shall  
14 send his or her recommendation to both parents and their attorneys, if they are represented. The  
15 Coordinator may issue an oral recommendation, as long as it is committed to writing as soon as  
16 possible. The Coordinator is not required to file a transcript of the proceedings and of the evidence,  
17 or the exhibits submitted by the parents, with the Court.

18 The parties may request judicial review of the Coordinator's recommendation by filing a motion  
19 with the court within ten (10) days of the date they received notice of the recommendation. If an  
20 appropriate motion is filed, the Court shall have jurisdiction to determine whether the Coordinator's  
21 recommendation shall be followed by the parents or shall be suspended pending the hearing. Prior  
22 to the scheduled hearing, the parents and counsel, if requested by the parents, shall meet and confer  
23 with the Coordinator to attempt to resolve the objections. In the event that the issues are resolved,  
24 a written stipulation shall be prepared by the Coordinator or counsel and submitted to the Court prior  
25 to the hearing.

26 The parties are required to follow any recommendations of the Coordinator until a timely request  
27 for judicial review is filed. If no request for judicial review is filed within the 10 day period, the  
28 Court shall review and approve the recommendation which will become binding unless modified or

1 set aside. If the Coordinator's recommendation amounts to a substantial change of circumstance  
2 modification of the parenting plan, as determined by the Coordinator or either parent, the  
3 recommendation must be accompanied by a stipulated motion to modify.  
4

5 **6. Communication.**

6 The parents and their attorneys, if they are represented, may communicate with the Coordinator  
7 ex parte (without the other parent present). This applies to oral communications and any written  
8 documentation or communication submitted to the Coordinator.

9 The Coordinator may communicate ex parte (alone) with the parents and their attorneys, and  
10 other professionals involved in the case. This applies to both written and oral communications.  
11 The Coordinator may talk with each parent without the presence of either counsel. The Coordinator  
12 shall not communicate ex parte with the judge assigned to the case.  
13

14 **7. Confidentiality.**

15 There is no confidentiality concerning communications with the Coordinator. As required by  
16 the Court, the Coordinator may communicate with custody evaluators, screeners, assessors, or other  
17 individuals investigating the issues. The Coordinator may be required by law to report child and  
18 elder abuse, and threats of abuse against another person. In cases involving domestic violence, the  
19 Coordinator and legal counsel (or the parents themselves, if not represented) shall address any safety  
20 concerns to the Court.  
21

22 **8. Cooperation with the Parenting Time Coordinator.**

23 The parents shall abide by the rules and procedures specified by the Coordinator. The parents  
24 shall attend all appointments scheduled by the Coordinator, or give at least 48 hours advance notice  
25 that the parent cannot attend. If one parent fails to appear for an appointment without 48 hours  
26 notice, the Coordinator may proceed at that time and make recommendations without the  
27 participation of that parent, or at the Coordinator's discretion, may continue the meeting to a future  
28 day with notice to the absent parent.

1           Within 15 calendar days of the date of this order, the parents shall provide all records,  
2 documentation and information requested by the Coordinator that is relevant to the matters being  
3 decided, with the exception of materials subject to attorney, client privilege.  
4

5 **9.       Involvement of Parenting Time Coordinator in Litigation.**

6           If either parent wishes the Coordinator to testify at a hearing other than to give a report on  
7 findings, the parent will be required to deposit in advance a reasonable fee to cover the hourly rate  
8 of the Coordinator.  
9

10 **10.     Quasi-Judicial Immunity.**

11          The Coordinator acts as a quasi-judicial officer in his/her capacity pursuant to this Order, and,  
12 as such, has limited immunity consistent with Oregon law as to all actions undertaken pursuant to  
13 the Court appointment and this Order.  
14

15 **11.     Fees.**

16 *(Option 1)* The Coordinator's hourly fee shall be set pursuant to an agreement between the parents  
17 and the Coordinator. If no agreement is reached, the Court shall set the Coordinator's fee. Father  
18 shall pay \_\_\_\_\_% and Mother shall pay \_\_\_\_\_% of the Coordinator's bill. The  
19 Coordinator may modify this allocation, or may recommend to the Court that the allocation be  
20 modified if the Coordinator finds that one parent is using his/her services unnecessarily and, as a  
21 result, is causing the other parent greater expense, or if one parent is acting in bad faith. Ultimately,  
22 the Court shall determine the proper allocation of fees between the parents and may require  
23 reimbursement by one parent to the other parent for any payment made to the Coordinator. Either  
24 parent may request the fees be reallocated at any time during the Coordinator's term of appointment.

25 *(Option 2)* The Court will partially advance the Coordinator's fee, up to a maximum of  
26 \$ \_\_\_\_\_. Mother shall pay \$  5  10  15  other: \_\_\_\_\_, and Father shall pay \$  5  10  
27  15  other: \_\_\_\_\_ of the Coordinator's hourly fee. The Coordinator may recommend to the Court  
28 that the allocation be modified if the Coordinator finds that one parent is using his/her services

1 unnecessarily and, as a result, is causing the other parent greater expense, or if one parent is acting  
2 in bad faith. Ultimately, the Court shall determine the proper allocation of fees between the parents  
3 and may require reimbursement by one parent to the other parent for any payment made to the  
4 Coordinator. Either parent may request the fees be reallocated at any time during the Coordinator's  
5 term of appointment. All fees advanced by the Court shall be assessed against the responsible  
6 parent(s). The Coordinator shall report to the Court any fees charged to the Court due to a parent's  
7 failure to appear at an appointment without 48 hours advance notice.

8  
9 The Coordinator's fee includes time spent reviewing documents and correspondence, meetings  
10 and telephone calls with parents, attorneys, and other professionals involved in the case, and  
11 deliberation and issuance of recommendations. Costs shall include long-distance telephone calls,  
12 copies, fax charges, and all other similar costs incurred while working with the parents. The  
13 Coordinator shall also be compensated for time spent in any hearing, settlement conference or other  
14 court appearance that the Coordinator's presence is requested or required. Nonpayment of fees shall  
15 subject the nonpaying parent to prosecution for contempt of court. Prior to the first appointment,  
16 the parents shall pay any retainer required by the Coordinator.

17 The parents must give at least 48 hours advance notice to cancel an appointment. If one parent  
18 does not appear at an appointment without giving 48 hours advance notice and the other parent is  
19 prepared to appear, the nonappearing parent shall be responsible for both parents' fees for that  
20 appointment. Any costs paid by the Court on behalf of a nonappearing parent shall be assessed  
21 against that parent.

22  
23 **12. Grievances.**

24 The Coordinator may be disqualified on any of the grounds applicable to a Judge or Arbitrator.  
25 Any grievance from either parent regarding the performance or actions of the Coordinator shall be  
26 dealt with in the following manner.

- 27 (a). A person with a grievance shall discuss the matter with the Coordinator in person  
28 before pursuing it in any other manner.

1 (b). If, after discussion, the parent decides to pursue a complaint, s/he must then submit  
2 a written letter detailing the complaint to the Coordinator, the other parent, and any  
3 attorneys representing the parents and/or child/ren. The Coordinator shall provide  
4 a written response to the parents and attorneys within 30 days.

5 (c). The Coordinator will then meet with the complaining parent and his/her attorney (if  
6 any), to discuss the matter.

7 (d). If the complaint is not resolved after this meeting, the complaining party may file a  
8 motion with the Court for removal of the Coordinator. The motion shall proceed on  
9 the written documents submitted by both parents and the Coordinator unless the  
10 Court orders an evidentiary hearing.

11 (e). The Court shall reserve jurisdiction to determine if either or both parents' and /or the  
12 Coordinator shall ultimately be responsible for any portions or all of the  
13 Coordinator's time and costs spent in responding to the grievance and the  
14 Coordinator's attorneys fees, if any.

15 DATED this \_\_\_\_\_ day of **KEYBOARD**(Month/Year).

17 \_\_\_\_\_  
Circuit Court Judge

18 \_\_\_\_\_  
Print, Type or Stamp Name of Judge

21  Both parties have agreed (stipulated) to the terms of this order: (sign only your name)

23 \_\_\_\_\_  
24 Petitioner (signature)

23 \_\_\_\_\_  
24 Respondent (signature)

1 I, **KEYBOARD**(Name of petitioner), agree to allow the Coordinator to review documentation  
2 on file about me and my child/ren from our physician(s), therapist(s), teacher(s), mediator(s),  
3 evaluator(s) and other professionals involved in this case (except my attorney). I also agree to allow  
4 the Coordinator to discuss issues contained in such files with the professional who keeps the file, and  
with nobody else. I do not authorize the Coordinator to share the materials or discuss confidential  
information with anyone else, and do not intend to waive my right to assert any privilege before this  
court.

5 \_\_\_\_\_  
6 (Signature)

7 I, **KEYBOARD**(Name of Respondent), agree to allow the Coordinator to review  
8 documentation on file about me and my child/ren from our physician(s), therapist(s), teacher(s),  
9 mediator(s), evaluator(s) and other professionals involved in this case (except my attorney). I also  
agree to allow the Coordinator to discuss issues contained in such files with the professional who  
keeps the file, and with nobody else. I do not authorize the Coordinator to share the materials or  
discuss confidential information with anyone else, and do not intend to waive my right to assert any  
privilege before this court.

10 \_\_\_\_\_  
11 (Signature)

12  
13 **KEYBOARD**(If other than the Court)Submitted by:

14 **KEYBOARD**(Petitioner/Respondents' Name)

15 **KEYBOARD**(Bar Number)

16 **KEYBOARD**(Address)

17 **KEYBOARD**(Phone Number)

18 **KEYBOARD**(Fax Number)

19 **KEYBOARD**(E-mail)