



**IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT, DOMESTIC RELATIONS DIVISION  
MINIMUM REQUIREMENTS FOR PARENTING COORDINATOR APPOINTMENT LIST**

Illinois Supreme Court Rule 909, Cook County Local Court Rule 13.10

**In order to be listed as a Parenting Coordinator, all applicants shall meet the following requirements and obtain approval from the Office of the Presiding Judge of the Domestic Relations Division.**

1. The minimum requirements include that each parenting coordinator: **(1)** possess a Juris Doctor or a Master's Degree or higher in Social Work, Psychology, or Counseling, or an equivalent degree in a related field; **(2)** have at least five (5) years of experience in family law, mental health, or a related field; **(3)** complete an approved course on domestic violence; and **(4)** attend at least four (4) hours per year of continuing education programs, which shall address, at a minimum, psychological issues, the needs of children in cases of family separation, and family dynamics.
2. Possess significant experience in highly contested issues involving family and/or parental disputes, such as assisting co-parents with clarifying, implementing, and complying with parenting plan Orders, helping coparents reduce misunderstandings, timely resolving conflicts between coparents, and educating coparents about their children's needs.
3. Submit a completed application provided by the Office of the Presiding Judge of the Domestic Relations Division. The application shall be completed under oath and notarized.
4. The completed application shall be submitted via email to [drd.pc@cookcountyil.gov](mailto:drd.pc@cookcountyil.gov)
5. If an applicant meets the minimum requirements to be appointed as a parenting coordinator, the applicant shall be interviewed regarding further qualifications in Courtroom 1905 at the Richard J. Daley Center. Interviews shall be conducted by the Domestic Relations Division's Parenting Coordinator Screening Committee.
6. If an applicant is approved after their interview before the Screening Committee, the applicant must submit a current biography sheet in the format prepared by the Office of the Presiding Judge of the Domestic Relations Division. The biography sheet shall be completed and submitted within seven (7) days of being approved as a Member of the Domestic Relations Division's Parenting Coordinator Program. The biography shall be submitted via email to [drd.pc@cookcountyil.gov](mailto:drd.pc@cookcountyil.gov) or mailed to 50 W. Washington St., Room 1901A, Chicago, IL 60602 c/o Office of the Presiding Judge of the Domestic Relations Division.
7. Attend and complete all required training programs and agree to attend continuing education programs. Applicants must agree to be appointed in any Cook County District. Applicants will not be appointed until all training requirements and continuing education requirements are satisfied.
8. Submit to other background checks, if required.
9. Members on the approved list shall have and maintain appropriate errors and omissions insurance coverage and shall be required to present proof of said insurance, upon request, to the court.



**IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT, DOMESTIC RELATIONS DIVISION  
APPLICATION FOR APPOINTMENT AS A PARENTING COORDINATOR**  
Illinois Supreme Court Rule 909, Cook County Local Court Rule 13.10

1. Name: \_\_\_\_\_
2. Work address: \_\_\_\_\_
3. Work telephone: \_\_\_\_\_
4. Work email: \_\_\_\_\_
5. I have read:  
    Illinois Supreme Court Rule 909  
    Cook County Local Court Rule 13.10
6. Check all professional requirements that apply, insert licensure or certification number(s), and attach verification:  
    Juris Doctor  
    ARDC # \_\_\_\_\_  
    Master's degree or higher in the field of social work, psychology, or counseling  
    IDFPR License # \_\_\_\_\_  
    Equivalent degree in a related field | Please name the related field \_\_\_\_\_
7. Are you in good standing in your profession?  
    Yes  
    No
8. Have you ever been convicted of a felony or misdemeanor or been given an order of supervision for a misdemeanor [except a minor traffic offense]?  
    Yes  
    No  
*If "Yes," complete and attach a separate document to state the facts and circumstances fully, including the date, court, and disposition.*
9. Do you maintain malpractice insurance for your practice?  
    Yes  
    No
10. Please mark which area you have at least five years of experience in:  
    Law  
    Mental Health  
    Related field | Please name the related field \_\_\_\_\_
11. Have you received any domestic violence training?  
    Yes  
    No

If yes, please provide the name of the organization that provided the training, the length of the training, and date completed: \_\_\_\_\_

12. Have you been previously appointed as a parenting coordinator?  
Yes  
No  
If yes, please list the number of times you have been appointed: \_\_\_\_\_
13. How many active cases are you appointed as a parenting coordinator? \_\_\_\_\_
14. If you have been previously appointed as a parenting coordinator, list a maximum of the five most recent case numbers and corresponding counties in which you have been previously appointed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. Please list your current employment: \_\_\_\_\_  
\_\_\_\_\_
16. Identify your areas of practice, specialty, or concentration:  
\_\_\_\_\_
17. Please list the languages in which you are fluent and/or proficient, not including English:  
\_\_\_\_\_
18. Please describe your professional experience that is relevant to your ability as a parenting coordinator, (i.e., work with families, parents, and/or children):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
19. Please describe why you are applying to be appointed as a parenting coordinator:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Please describe your dispute resolution and/or mediation experience:

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21. Please describe your experience with highly contested issues involving family and/or parental disputes, including financial disputes regarding children's expenses:

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22. Please detail any additional expertise and/or training that will enhance your ability to address specific issues as a parenting coordinator (i.e., child abuse and neglect, domestic violence, substance abuse, financial issues):

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23. Have you ever been subject to any disciplinary action by any bar association, agency, or other licensing authority beyond a letter of complaint? If so, please explain:

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*By way of submitting this application, I understand that:*

1. *My duties as a parenting coordinator are to make recommendations to resolve parenting disputes, financial disputes relating the children's expenses, and conflicts concerning decision-making and parental access related to the minor children.*
2. *I must attend at least four (4) hours per year of continuing education programs which shall address at a minimum, psychological issues, the needs of children in cases of family separation, and family dynamics. I may be appointed in any Cook County District Court.*

**VERIFICATION BY CERTIFICATION**

I, \_\_\_\_\_, have read the foregoing Application for Appointment as Parenting Coordinator and have knowledge of the contents thereof, including the Exhibits attached thereto, and under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that the statements set forth in this instrument are true and correct.

I certify that I am currently covered by professional liability insurance which would cover any and all claims against me arising out of my legal services as a parenting coordinator. I agree to maintain such coverage as long as I remain appointed as a Cook County Parenting Coordinator.

I hereby authorize the Administrators of the Attorney Registration and Disciplinary Commission and/or the disciplinary and inquiry bodies of any bar association or any relevant professional organization to disclose to the Domestic Relations Division of the Circuit Court of Cook County all information contained in the files of such bodies concerning my present professional status, all complaints which have been made against me, together with the disposition thereof. I expressly waive for use by the Division whatever right I may have to the confidentiality required by Illinois Supreme Court Rule 766 with respect to the foregoing information.

I respectfully request that the Court review my application, and if I am found to be qualified and eligible under the applicable local Rule, that an interview be scheduled regarding further qualifications by the Domestic Relations Division's Screening Committee, and if appointed, that I be approved by the Presiding Judge of the Domestic Relations Division and placed on the Circuit Court of Cook County's approved list of Parenting Coordinators.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**Notary Public:**

\_\_\_\_\_  
**APPROVED:**

\_\_\_\_\_  
**Chairperson, Parenting Coordinator Program**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Presiding Judge, Domestic Relations Division**

\_\_\_\_\_  
**Date**



**IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT, DOMESTIC RELATIONS DIVISION  
APPOINTMENT AS A PARENTING COORDINATOR RELEASES**

**CONSENT FOR RELEASE OF BACKGROUND CHECK**

I, \_\_\_\_\_, hereby authorize and consent to the release of any criminal history record information to the Circuit Court of Cook County Domestic Relations Division that may exist regarding me from any agency, organization, institution, or entity having such information on file. I further understand that I have the right to challenge any state or federal criminal history record information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**WAIVER, RELEASE AND INDEMNIFICATION OF CLAIMS**

WHEREAS, the Circuit Court of Cook County has agreed to accept individuals as members of the Domestic Relations Division's Parenting Coordinator Program for the purposes of parenting coordination cases referred from the Domestic Relations Division;

WHEREAS, I have been accepted by the Circuit Court of Cook County as a member of the Domestic Relations Division's Parenting Coordinator Program;

WHEREAS, I, as a Domestic Relations Division's Parenting Coordinator Program member, am required to participate in assignments as directed by the Circuit Court of Cook County;

NOW THEREFORE, I, in consideration of my acceptance by the Circuit Court of Cook County as a member of the Domestic Relations Division's Parenting Coordinator Program, do release and waive any and all claims or demands of any nature whatsoever, which I have now or may in the future acquire, against the Circuit Court of Cook County, together with the officers, agents and employees of the Circuit Court of Cook County, resulting from my service as a Member of the Domestic Relations Division's Parenting Coordinator Program.

I further covenant and agree, in consideration of my placement and acceptance as a Member of the Domestic Relations Division's Parenting Coordinator Program, to indemnify and hold harmless said Circuit Court of Cook County, their officers, Agency and employees from any liability, which may be incurred by them, or any of them, proximately resulting from and acts by me during such Domestic Relations Division Parenting Coordinator Program assignments.

I further represent that I understand all risks involved and agree that this waiver, release and indemnification of claims shall be binding upon my heirs, executors and administrators.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**