

**IN THE SUPERIOR COURT OF THE STATE OF ARIZONA
IN AND FOR THE COUNTY OF MARICOPA**

IN THE MATTER OF THE FAMILY COURT
PARENT INFORMATION PROGRAM

ADMINISTRATIVE ORDER
NO. 2021-034

WHEREAS, A.R.S. § 25-351 and Arizona Code of Judicial Administration § 3-202 require the Superior Court in each county to adopt and implement an educational program for the purpose of educating persons about the impacts that divorce, the restructuring of families and judicial involvement have on children,

IT IS ORDERED as follows:

1. The Superior Court of Arizona in Maricopa County adopts and approves the attached Parent Information Program (“PIP”).
2. The Superior Court of Arizona in Maricopa County adopts and approves the attached Order and Notice to Attend Parent Information Program class until further order of this Court.
3. In matters that involve children in common to the parties, the party filing for dissolution of marriage, legal separation, annulment or a paternity proceeding in which a party has requested a determination of legal decision-making authority, parenting time and/or support with the Court must serve this Order and Notice on the other party. When a case is filed for any of these purposes, the Clerk of Court will issue an Order and Notice for both the petitioning and responding parties.
4. The Order and Notice to Attend Parent Information Program class be considered mandatory until further order of the Court. All litigants and parties on their behalf seeking the above described relief must file and then cause to be served the Order and Notice.
5. The signature of the Family Court Presiding Judge shall be electronically placed onto the Order and Notice prior to distribution to the parties. The date entered onto the Order and Notice shall reflect the date entered into the file and the 45-day period for completion of the class remains from the date Respondent is served with, or accepts service of, the Petition/Complaint.
6. Superior Court contracted vendors shall charge each participant no more than \$50.00 to attend a PIP class. This fee shall be paid to the contracted vendor.

IT IS ORDERED that the Clerk of Court shall not accept parent information program certificates for paper filing for any parent information program, unless specifically ordered to do so by the judicial officer assigned to the family court case. The Superior Court contracted vendors shall electronically file the certificates of completion within 5 (five) business days of the parent completing the class.

IT IS FURTHER ORDERED that the Clerk of Court shall not accept electronically filed parent information certificates from any other party other than a Superior Court contracted vendor unless specifically ordered to do so by the judicial officer assigned to the family court case.

IT IS FURTHER ORDERED that this Administrative Order replaces Administrative Order No. 2013-020

Dated this 25th day of March, 2021.

Bruce R. Cohen

Judge Bruce R. Cohen
Family Department Presiding Judge

Original: Clerk of the Superior Court

Copies: Hon. Bruce R. Cohen, Family Court Presiding Judge
Family Court Judges and Commissioners
Hon. Jeff Fine, Clerk of the Court
David Byers, Director, Administrative Office of the Courts
Raymond Billotte, Judicial Branch Administrator
Shawn Friend, Deputy Court Administrator
Brian Bledsoe, Family Department Administrator

**Trial Court of Arizona
Maricopa County
Educational on Children's Issues Plan**

Effective February, 2021

Trial Court of Arizona in Maricopa County submit the following plan for a Parent Information Program pursuant to Arizona Revised Statutes §25-351 and in accordance with the standards outlined in Arizona Code of Judicial Administration § 3-202.

A.R.S. § 25-351 requires that the superior court in each county shall adopt and implement an educational program for the purpose of educating persons about the impacts that divorce, the restructuring of families and judicial involvement have on children. The plan shall be consistent with the minimum standards that are adopted by the Supreme Court, including the length and nature of the program, the qualifications of program providers and the means by which the program will be evaluated and maintained. Each program shall also include information regarding the notification requirements of A.R.S. section 25-403.05, subsection B.

In Maricopa County all parents with minor children who are going through a divorce, legal separation, or paternity action where the Court has been asked to determine legal decision-making authority for children, parenting time, or child support shall attend an educational program about the needs of children in these situations and the impact on them of restructuring family relationships. In developing and providing a program or programs of education the Trial Courts of Maricopa County (subsequently referred to as the Court) provides this program through a network of contracted community providers (subsequently referred to as provider) at locations throughout the county through Judicial Branch of Arizona Contract Number 210140-RFQ Parent Information Program

Length and Nature of the Program:

The class will be at least 4 hours in length. The class may be a mix of presentation styles (i.e. lecture, video, interactive activities). It may be offered as in-person sessions, remote sessions through a virtual platform, or computer-based learning. The class is offered at various times, including evenings and weekends, at locations throughout the county and may be online only.

The classes address the minimum standards pursuant to A.R. S. § 25.351 as listed below:

1. The emotional, psychological, financial, physical and other short-term effects of divorce on adults and children.
2. Options available as alternatives to divorce
3. Resources available to improve or strengthen marriage
4. The legal process of divorce and options available for mediation
5. Resources available after divorce

The class will include but not be limited to education on the following topics:

- Common reactions by children and parents to divorce and separation.
- Helpful and harmful parent behaviors.
- Communication and co-parenting skills.
- Harmful effects on children from parental conflict, including domestic violence.
- Children's reactions to divorce and separation at different developmental stages and warning signs of serious problems.
- Responsibility of parents to provide emotional support and financial support to children.
- Factors which contribute to healthy adjustment for children including the value of parenting plans.
- Basic Arizona family court procedures.
- Issues surrounding continued access to maternal and paternal relatives.
- Resources in the community to obtain additional services.
- Notification requirements of A.R.S. § 25-403.05(B).

Qualifications:

At least one instructor will have a graduate degree from an accredited college or university in Child Development, Family Life Education, Marriage and Family, Psychology, Social Work, Counseling or a closely related field. Any additional instructors shall have a minimum of a bachelor's degree with a major in one the above stated or closely related field. All instructors shall have experience working in the areas of Domestic Relations, Family Restructuring, Child Welfare, and Family Dynamics and have training in Domestic Violence issues.

Instructors will take into account the special needs, language, and cultural needs of the students. The program will meet the needs of parents involved in a divorce or already divorced, parents who were never married but have a history of co-parenting, and never married parents who have little or no history of co-parenting.

Program Operations:

For all in-person sessions, the provider will make reasonable efforts to provide a comfortable and safe environment for participants, taking into account the physical setting, comfort, safety and Americans with Disabilities required compliance.

To allow opportunities for individual attention and the benefits of a shared learning experience the maximum number of students in class will not to exceed 35. Participants who are adverse parties in the same court case shall attend different classes unless both participants request in a written notarized statement to attend the same class.

The providers will demonstrate proof of continuing professional and public liability insurance as outlined in Judicial Branch of Arizona Contract Number 210140-RFQ Parent Information Program.

The provider will provide a certificate of completion to each participant. The certificate of completion shall be in a form acceptable to the Court and, at a minimum, shall include the court case number, the date of attendance, the participant's name and the name, address and telephone number of the provider. Certificates of completion shall be filed electronically. Per AO2016-031, FD Admin and Clerk of

Court work with vendors to provide electronic filing capabilities. (the Court shall prescribe requirements necessary to facilitate proof of attendance to the Court).

Providers are prohibited from soliciting participants for other services prior, during, or subsequent to the class.

The provider will report to the Court on a monthly basis the names, case number and date of program completion of each individual who completed the program in the previous month. The provider will maintain records for a period of five years from the date of program completion that can be accessed by the participant's name, case number, and date of program completion. The provider will submit the following information to the Court each month:

1. The participant's name, program completion date and case number of each participant completing the program within that month
2. The certificate numbers issued to the participants
3. Indication of the status of the course fee
4. The participant's case status (i.e. pre-decree, post decree, paternity, or voluntary admission with no court case pending)
5. Number of clients who reported domestic abuse
6. Number of participants speaking English, Spanish, or requiring a Lesser Used Language Interpreter (indicate language).

All providers will be selected by a competitive bid process conducted by the procurement department within the Court.

Fees will be collected directly from the participants by the providers. If the Court has determined that the participant is eligible for a fee waiver or deferral in their court case the provider shall honor that waiver or deferral in regards to the class fee.

Program Evaluation:

The Court will conduct an evaluation of each educational program annually and provide a report to the AOC in accordance with the minimum program evaluation forms provided by the AOC.