

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

IN THE MATTER OF THE PARENT)	AMENDED
EDUCATION PROGRAM)	ADMINISTRATIVE ORDER
<hr/>)	NO. 2013-020

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 impact of divorce on adults and children,

IT IS ORDERED as follows:

1. The Superior Court of Arizona in Maricopa County adopts and approves the Parent Education Plan (Attachment "A").
2. The Superior Court of Arizona in Maricopa County adopts and approves the Order and Notice to Attend Parent Education Program Class (Attachment "B") until further order of this Court.
3. The party filing an initial petition for dissolution of marriage, legal separation, or paternity in which a party has requested a determination of legal decision making (custody), 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 Education 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. The fee for the community-based Parent Education Program is \$50.00 per person. The fee shall be paid to the community-based providers. The providers will be charged a fee by the Court for program completion certificates which are available at the Self-Service Center. The certificate

fees will be transmitted to the Clerk of the Court to be deposited with the Treasurer of Maricopa County in Fund Number 281, the Children's Issues Education Fund.

IT IS FURTHER ORDERED terminating Administrative Orders No. 2008-104 and 96-071.

Dated this 4th day of February, 2013.

/s/ Norman J. Davis

Norman J. Davis
Presiding Judge

Original: Clerk of the Superior Court

Copies: Hon. Carey Hyatt, Family Court Presiding Judge
Family Court Judges and Commissioners
Hon. Michael K. Jeanes, Clerk of the Court
David Byers, Director, Administrative Office of the Courts
Raymond Billotte, Judicial Branch Administrator
Richard Woods, Deputy Court Administrator
Cheri Clark, Family Court Administrator

**Superior Court of Arizona
Maricopa County
Parent Education Plan**

Effective January 1, 2013

The Superior Court of Arizona in Maricopa County submit the following plan for a Parent Education 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 impact of divorce on adults and 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 Superior Court in 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 10004-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). The class is offered at various times, including evenings and weekends, at locations throughout the county.

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:

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 10004-RFQ Parent Information Program.

The provider will provide each participant a certificate of completion that has been obtained from the Court. The certificate will include the case number, the date of attendance, the participant's name, and the name, address, and telephone number of the provider.

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 Administrative Office of the Court (AOC) in accordance with the minimum program evaluation forms provided by the AOC.

**SUPERIOR COURT OF ARIZONA
IN MARICOPA COUNTY**



Case Number: _____

Name of Petitioner

**ORDER AND NOTICE TO ATTEND
PARENT EDUCATION
PROGRAM CLASS**

Name of Respondent

**THIS IS AN OFFICIAL COURT ORDER. IF YOU FAIL TO OBEY THIS ORDER,
THE COURT MAY FIND YOU IN CONTEMPT OF COURT.**

THE COURT FINDS:

This case involves minor child(ren) and is an action for:

- Dissolution of Marriage;
- Legal Separation; or
- Paternity with a Request to Determine Legal Decision-Making Authority (Custody) or Parenting Time or Child Support.
- Request to Determine Legal Decision-Making Authority (Custody) or Parenting Time or Support

THE COURT ORDERS pursuant to A.R.S. § 25-352:

1. **ATTEND CLASS.** You must attend and complete the Parent Education Program Class, or if not in Arizona, its equivalent in your state of residence.
2. **WITHIN 45 DAYS.** Both the Petitioner and the Respondent **must** complete this class within 45 days from the date the Respondent is served with, or accepts service of, the Petition/Complaint. The Respondent **must** register for and complete the course whether or not a **“Response”** or **“Answer”** to the Petition/Complaint is filed.
3. **PAY THE CLASS FEE.** Each party must pay the class fee to the Program Provider.
4. **FILE CERTIFICATE OF COMPLETION.** Both the Petitioner and the Respondent **must** each file a **“Certificate of Completion”** with the Clerk of the Court immediately after completing the class and prior to receiving the final judgment/order/decree in the case.
5. **FAILURE TO ATTEND CLASS.** If you file a Petition/Complaint or **“Response”** or **“Answer”** and do **not** complete the Parent Education Program Class, the judge **may not** sign your papers and you **may not** get the things you asked the court to give you. You may also be denied the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class. If you are the party required to file a Response/Answer and choose not to file a **“Response”** or **“Answer,”** and do not complete the Parent Education Program Class, you **may be denied** the right to seek modification and/or enforcement of the decree/judgment/order until completion of the class.

Presiding Judge, Family Court Department

PARENT EDUCATION PROGRAM NOTICE

Parent Education Program - This is a very important document. Read it completely. You and the other parent **must** attend and complete a class in the **PARENT EDUCATION PROGRAM**. You do **NOT** attend the class with the other parent. As a precaution against any type of abuse or harassment, you and the other parent **MUST** attend **SEPARATE** classes. You may each take the class from the same agency, but **NOT** at the same time. This is **NOT** a parenting skills class. The purpose of the program is to give parents information about how children are affected by matters that involve family courts: divorce, paternity, or legal decision making (custody) matters and parenting time. This Notice applies to all parents who file any of the following actions in the Superior Court of Arizona in Maricopa County on or after January 1, 1997:

- (1) dissolution of marriage or legal separation that involves a natural or adopted minor, un-emancipated child common to the parties, or
- (2) paternity with a request that the court determine legal decision-making authority (custody) or parenting time or child support, or
- (3) any other domestic relations/family court cases if attendance is ordered by the court.

WARNING: ATTENDANCE IS REQUIRED - (A.R.S. § 25-352 and Amended Administrative Order No. 2013-020).

ATTENDANCE AT THE PARENT EDUCATION CLASS IS REQUIRED BY LAW AND BY THIS COURT. IF YOU DO NOT ATTEND THE CLASS, THE JUDGE MAY NOT SIGN YOUR PAPERS AND YOU MAY NOT GET THE THINGS YOU ASKED THE COURT TO DO. THE JUDGE MAY ALSO FIND YOU IN CONTEMPT OF COURT.

Notice to Other Party.

After you file your court papers with the Court, you must serve this document on the other parent. If you have questions on how to serve the other party, the four Superior Court Self-Service Center locations have forms and instructions on service:

1. Downtown Phoenix, 1st floor East Court Building, 101 West Jefferson Street;
2. Northeast Phoenix, 18380 North 40th St.; in the east valley,
3. Southeast Complex, 222 East Javelina Avenue in Mesa; and in the
4. Northwest valley 14264 West Tierra Buena Lane in Surprise.

Information can also be found on the Family Court web site at
<http://www.superiorcourt.maricopa.gov/superiorcourt/familycourt>.

Approved Parent Education Classes in Maricopa County.

You may choose which class you want to attend. The court will not assign you to attend a specific class. If you are led to believe otherwise, please contact Conciliation Services at (602) 506-1448. Court-approved provider classes are available in both English and Spanish. A list of approved classes, including telephone numbers and addresses, can be found on the Family Court web site at:

<http://www.superiorcourt.maricopa.gov/superiorcourt/FamilyCourt/Services/ConciliationServices/ParentInformationProgram/>

If you do not have a computer, you may call Conciliation Services at **(602) 506-1448**.

These classes meet the requirements of the Parent Education Program. You may also choose to attend a different class that is comparable to the classes listed. However, you will have to tell the judge why that class is like the classes on the list of approved classes and you may have to provide all the materials from that class and information about it to show it is comparable. It will be up to the judge to decide if that class meets Parent Education Program requirements.

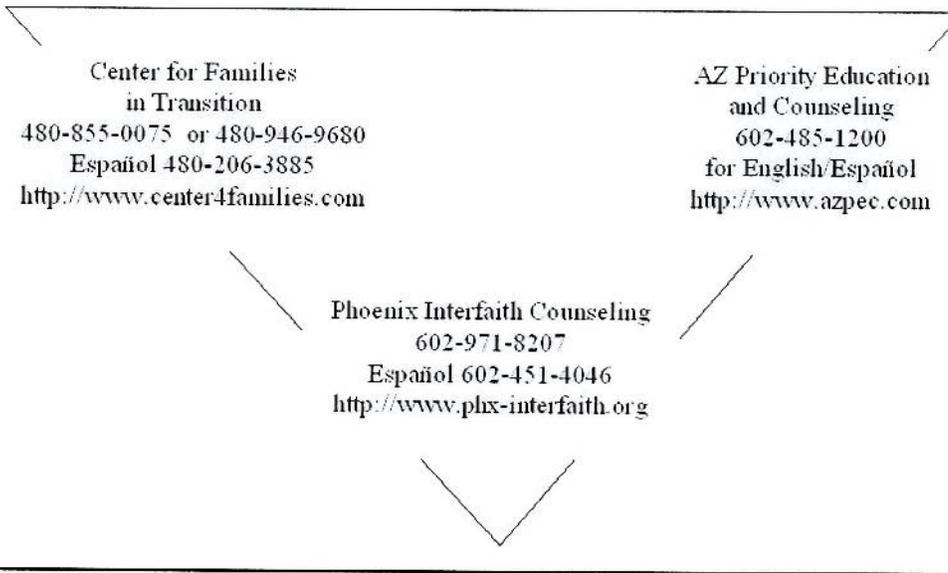
Registration (sign-up) for class.

You must sign up for the class in advance. You should sign up for the class as soon as you receive this Notice. There may be a limit on the number of people that can attend each class. That means that YOU MUST CALL TO SIGN UP for the class BEFORE the class is scheduled to start.

Information regarding the provider classes and ONLINE REGISTRATION opportunities may be found on the Family Court website at:

<http://www.superiorcourt.maricopa.gov/superiorcourt/FamilyCourt/Services/ConciliationServices/ParentInformationProgram/>

Maricopa County Approved Parent Information Program Providers



Cost.

- (1) You are required to pay the provider of the class the fee of **\$50.00** (Effective 9/1/08). You must bring your case number and a picture I.D. to the class.
- (2) If you choose a class that is not listed, you are required to pay the provider of that class the fee it charges. The provider of the class may charge you whatever it wants.

Class procedures.

Arrive at the class a few minutes early to check in. **You must check in at the class and you must check out of the class. If you do not check in and out, your attendance may not be counted.** You must bring picture identification with you. **DO NOT BRING CHILDREN TO THE CLASS.** A ***“Certificate of Completion”*** of the class will be given to you at the end of the class. After you have attended the class and have received the ***“Certificate of Completion”***, you must bring the certificate to the court and file it with the Clerk of the Court. Remember to bring your case number to the class.

SPECIAL NEEDS OR ACCOMMODATIONS

If, due to a disability, language problem, or other special need, you have difficulty finding a Parent Education Class that can accommodate you, or if you have any questions about the Parent Education Program, please contact Conciliation Services at 201 West Jefferson Street, third floor, Phoenix, Arizona, or telephone **(602) 506-1448**, when you receive this Notice for assistance.