

## **Checklist for Statement of Parent Coordinator's Qualifications**

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- You must complete a form before you file it. These instructions will help you complete the forms.
- The judicial services representative cannot complete a form for you.
  - Attach a copy of any document referred to in the form.
    - Keep a copy of all documents for your records.
      - Attend all court hearings.
    - Some forms may not apply in your case.
  - Check with your court about local requirements.

### **(1) Statement of Parent Coordinator's Qualifications**

- Print your name and contact information at the top of the first page.
- Complete the heading exactly as it appears in the Petition. The party requesting your appointment can provide you with this information.
- Paragraph (1): Check the box(es) to indicate the type of Utah license you have.
- Paragraph (2): Check (A) or (B), whichever applies.
- Paragraph (3): Read Rule 4-509 to make sure to understand all that is required of a parent coordinator.
- Date and sign the form. Print your license number and type.
- Give the original form to the party who is requesting your appointment. Keep a copy for yourself.
- If the court appoints you, the party requesting your appointment will serve you with a copy of the appointment order. Keep it for your records.