

Checklist for Quarterly Statement

- 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) Quarterly Report on Parent Coordination Progress

- Print your name and contact information at the top of the first page.
- Complete the heading exactly as it appears in the Order appointing you to the case.
- Paragraph (1): Print the date the judge signed the Order appointing you to the case. Print the number of consultation hours ordered.
- Paragraph (2): Check the box(es) that best describe the status of the case.
- Paragraph (3): Print any comments that you may have.
- Attach any required documents.
- Date and sign the form.
- Complete the Certificate of Service.
- Serve the form on the parties.
- File the original form and certificate of service with the judicial services representative.