

# Parenting Coordinator Grievance Instructions

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Dispute Resolution Center ♦ (850) 921-2910

## Complainant Information (you must have participated in the process)

- Place your name, address and telephone number in the spaces provided.
- Please provide the case number, the county and judicial circuit.
- What day did the action which caused you to file take place? Place this information in the space provided. Please be advised that any actions which occurred prior to July 3, 2014, cannot be processed.
- Provide the parenting coordinator's name, address, and telephone number where indicated.

## Description of Complaint

This section must contain the specific actions which prompted your complaint. **Please give an explicit, detailed account of the conduct which constitutes your grievance using the rules to guide you. A complaint must allege actions which would constitute violations of these rules.**

### Example

*The parenting coordinator did not state that she is married to the opposing party's counsel. This is a required disclosure under Rule 15.070(b).*

As much as possible, refer specifically to the rule that you believe was breached. Be sure to include all pertinent information. It is crucial that the facts be carefully described. Attached please find a copy of the Rules for Qualified and Court-Appointed Parenting Coordinators.

## Notary

The **original** grievance report must be signed, sworn to the truth of the statements and notarized. If additional sheets are attached, you **must** number the pages at the bottom (example: Page 1 of 5).

Mail your completed Parenting Coordinator Grievance Report to: Dispute Resolution Center Supreme Court Building 500 S. Duval Street Tallahassee, FL 32399
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# Parenting Coordinator Grievance Report

## CONFIDENTIAL

Mail this form to:

Dispute Resolution Center  
Supreme Court Building  
500 S. Duval Street  
Tallahassee, FL 32399

### Complaint Information *(please write legibly or type the form)*

Name of Complainant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home): \_\_\_\_\_ Phone (work/cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

Case Number: \_\_\_\_\_ Judge who appointed PC: \_\_\_\_\_

Judicial Circuit and County of Case: \_\_\_\_\_

Date of Alleged Activity (no complaint for action which occurred prior to July 3, 2014, can be accepted):

Parenting Coordinator's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Description of Complaint

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(Attach and number additional sheets if necessary)

Under penalty of perjury, I hereby certify that everything stated in this complaint is true and accurate.

\_\_\_\_\_  
Signature of Complainant

### Notary

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me by \_\_\_\_\_ this \_\_\_\_\_  
(Name of person-print legibly)

day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Seal or Stamp of Commissioned Notary Public

Personally known or  Produced Identification (type) \_\_\_\_\_