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DESCRIPTION OF CSI'S PARENTING COORDINATION (PC) PROCESS

Preparation for PC including:

- For each PC, CSI contacts parties by phone or email and briefly explains the PC process they have been ordered into. Further actions performed during this call include:
 - Scheduling of individual intakes and first joint PC session (in person or via Zoom).
 - Sending of complete PC package via email or if necessary, mail including:
 - Scope Letter for PC
 - Intake Form (an online form providing information relevant to PC)
 - The PC Court order (if applicable/not self-elected)
 - CSI's ADR brochure
 - CSI's Fee Schedule & Payment Information
- Start of the PC process:
 - Individual Intake Session for each party (in person or via Zoom)
 - Joint PC sessions:
 - Finding a Common Denominator – PC Agreements: Based on what has already been ordered by the relevant court and what parties have already agreed to, we jointly develop a comprehensive set of PC agreements that will include new agreements that take care of previous areas of conflict. The new comprehensive PC agreements will then serve as the “playbook” for the co-parent team allowing parties to work from the same script, rather than from a multitude of documents (i.e. divorce decree, original possibly outdated parenting plan, addendums and DC documents and in most cases lots of assumptions)
 - Finding a Co-Parenting Rhythm: Based on the comprehensive PC Agreement, co-parents are guided to develop a joint rhythm in supportive communication and problem solving, collaboration on parenting decisions, and jointly working with their child/children on becoming productive, successful adults who have a healthy self-image based on healthy parenting experiences and co-parent interactions.
 - Joint PC meetings usually start every other week and are tapered down to monthly, then quarterly and if all is going well to an as-needed basis before PC completion.
 - PC Duration: Max 24 months. The court may re-order PC for another period of max 24 months.
 - Individual co-parenting coaching under PC: Individual PC coaching sessions help especially initially with briefing for and debriefing of joint PC sessions and are usually tapered down like joint sessions.
 - Usually during a court-ordered PC process, the court will not entertain any new co-parenting motions that are co-parenting-issue related, therefore holding parties accountable to fully commit to and participate in the PC process.
 - PC decisions are submitted to the Court separately or in form of a cumulative report.
 - Annual and/or end-of PC term reports may be sent to the Court (unless more frequent updates are needed)