

## 10<sup>th</sup> DISTRICT ENE PROVIDERS' CHECKLIST

### Successful ENE Process:

1. Keep 10<sup>th</sup> District ENE SharePoint Calendar updated and set up email “alert” to be notified of changes to your calendar. Remove available sessions if your schedule changes. Notify 10<sup>th</sup> District ENE Coordinator in advance of extended absences from the Calendar and your expected return dates (Angela.Lussier@courts.state.mn.us).
2. Receive Alert that you have a “scheduled” session in SharePoint.
3. Update other calendars you may have to reflect your scheduled ENE.
4. If SENE, use Alert to identify your partner provider and make contact to decide who will send out initial paperwork requests and/or determine potential locations if one was not selected during the ICMC.
5. Watch for court order—if not received shortly, follow up with court administration.
6. Communicate with parties/counsel to set location, if not already set.
7. Send out initial letter regarding ENE Appointment, requests for information and documentation, and fee information, etc. (You may request advance payment of fees.)
8. [If emergency or events are such that ENE Process will not be completed in allotted time (deadlines for completing ENE as set in order), send Court Administrator **Request for Order Extending Timelines for Early Neutral Evaluation.**]
9. At start of initial ENE session, collect fees and get confidentiality agreements signed.
10. Have a great ENE session.
11. Complete **Memorandum of Understanding and Agreement Regarding Custody and Parenting Time** or **Memorandum of Understanding and Agreement Regarding Financial Issues**, as appropriate, by end of session and have signed by willing parties.
12. Complete **Early Neutral Evaluator’s Report** in every case.
13. Provide parties with copies of **Memorandum of Understanding and Agreement**, **Early Neutral Evaluator’s Report**, and participants’ surveys. Keep copies of **Memorandum of Understanding and Agreement** and **Early Neutral Evaluator’s Report** for your records.
14. [SHERBURNE COUNTY ONLY: If neither party is represented by an attorney, also provide **Law Library Attorney Referral** and **Law Library Attorney Referral Intake Form** to each party.]
15. Within five (5) days of the initial ENE Session, mail or e-File original of **Memorandum of Understanding** (if any) and **Evaluator’s Report** (in all cases), to the Court Administrator of the county of venue and/or file **Request for Order Extending Timelines for Early Neutral Evaluation** if the ENE Process cannot be completed in the time allotted (deadlines for completing ENE as set in order).
16. If a second session is needed after time for gathering more information or because time ran out to complete agreement, send additional **ENE Evaluator’s Reports** and **Memorandum** to the court administration within five (5) days of the additional session(s) that was/were scheduled as part of the resolution of the initial ENE session.
17. Thank you.