

STATE ENE PROVIDERS' CHECKLIST

Successful ENE Process:

1. Keep available dates updated in PASS (Provider Availability and Scheduling System). Remove available sessions if your schedule changes.
2. Receive Notification that you have a "scheduled" session in PASS. Log-on to PASS and review scheduled session for additional details.
3. Update other calendars you may have to reflect your scheduled ENE.
4. If SENE, use PASS Notification 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/IMMC.
5. Watch for court order—if not received shortly, follow up with court administration in the county of the case's venue.
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 (30 days from Order date in SENE; 45 days from Order date in FENE), 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, and have signed by willing parties.
12. Complete **SENE or FENE Provider'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 **Provider's Report** for your records.
14. [In 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.] In all other counties, if neither party is represented by an attorney, refer parties to the State Self-Help Center for forms/assistance to complete final paperwork.
15. Within five (5) days of the initial ENE Session, mail original of **Memorandum of Understanding** (if any) and **Provider'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 (30 days from date of Order for SENE, 45 days from date of Order for FENE).
16. Send additional **ENE Provider's Reports** and **Memorandum** to the court administration within five (5) days of any additional sessions that were scheduled as part of the resolution of the initial ENE session.
17. Thank you.