

PROGRAM APPLICATION
CHECK LIST

Complete the Program Application Cover Sheet.

Fill-in the Program information.

Sign and date the Certification Form.

Note: All applications must be sent to each Trial Court Department separately by mail on or before the application deadline. **No e-mail submissions will be accepted or allowed. See:** Section 7A of the Instruction Guide.

Complete the Program Application - There are separate applications for New and Existing Programs.

Answer the 15 Narrative Questions.

New Programs must answer all of the 15 questions. **See:** Application for New Programs.

Existing Programs must update their information from the prior approval process and attach their policies. **See:** Re-Application for Existing Programs.

Existing Programs must complete the extension of services question, if applicable.

Programs must provide the List of Neutrals on their roster (Forms 1 & 2).

New Programs must list their neutrals on Form 1. **See:** the Rule 8 Summary to ensure compliance with Qualification Requirements for neutrals.

Existing Programs must list their neutrals on Form 1 and/or Form 2.

All Programs must send each Department, it seeks approval from, a separate application by Friday, November 6, 2015.

All Programs must send an e-mail copy of each Departmental application to The Executive Office of the Trial Court. See: Section 7 B of the Instruction Guide (ADR@jud.state.ma.us).