

## Parent Coordinator Roster Instructions

The 2<sup>nd</sup> Judicial Circuit maintains a list of qualified Parent Coordinators. If you would like to be included on the roster in the 2<sup>nd</sup> Judicial Circuit, please follow these steps:

1. Complete the Parent Coordinator Application.
2. Complete the Background Screening Form.
3. Submit both original documents to:

2<sup>nd</sup> Judicial Circuit, ADR Unit  
301 S. Monroe Street, Suite 225  
Tallahassee, FL 32301  
ATTN: Parent Coordinators

The 2<sup>nd</sup> Circuit will only allow those with the appropriate training to be included on the roster. It is our goal to respond to your application as quickly as possible. Please contact the 2<sup>nd</sup> Circuit Alternative Dispute Resolution Unit if you have questions related to the application process. The ADR Unit Director Jennifer Hodges may be reached by phone at (850) 606-4434 or for the quickest response you may contact her by email at [hodgesj@leoncountyfl.gov](mailto:hodgesj@leoncountyfl.gov).