



Checklist for Brief Focused Assessments and Parenting Time Evaluations utilizing FCS funding:

1. **Before Order** is requested it is suggested;
 - a. Have the parties complete the co-parenting classes conducted by FCS?
 - b. Have less adversarial process such as mediation, directed co-parenting, therapeutic supervision, parent coordination or a settlement conference been utilized first?
 - c. Contact Family Court Services to begin the initial Family Screening to determine if the case is appropriate for a BFA or a PTE. (Please notify FCS with that request at 208-735-4307).
2. **Litigants must first complete an application for reduced fee and be found eligible, located at <http://www.5thjudicialdistrict.com/wp-content/uploads/family-court/family-court-services/Application-FAMILY-COURT-SERVICES-DESIGNATED-FUNDS-11-16.pdf>**
3. Parties agree that Evaluator will be selected on a rotation from the Roster maintained by FCS. If the parties select an evaluator not in rotation, they will need to pay the evaluator customary rate.
4. Most Recent Order is submitted. You may check the web site---
<http://www.isc.idaho.gov/family-court/fc-home>
5. Order- Should be double checked for correct phone number of Evaluator
6. Certificate of Service- Should include Evaluator and Family Court Services
7. **For a Brief Focused Assessment, No more than 2 boxes may be checked;** otherwise this could be inappropriate for BFA. After speaking to the Assessors, more than 3 boxes are generally not appropriate for BFA even though the model order indicates 3.
8. Preference for funding will be given to self-represented litigants.