



Maryland Collaborative Practice Council

resolving disputes respectfully

## Message from the Board

2014 has shaped up to be an exciting year for the collaborative community! A new law on collaborative practice went into effect, and the proposed rules on collaborative practice, which have made their way through the rules committee, are awaiting formal approval.

Your MCPC Board is committed to keeping our members apprised of the new legal requirements to which practitioners must adhere. Inside this edition of our newsletter we have set forth specific recommendations to assist you in complying with the new law, and we will publish similar recommendations once the rules are passed.

In our role as the hub for practice groups, MCPC is committed to providing educational speakers for your meetings. Please feel free to reach out to us, MCPC is here to help you in your collaborative practice. ☺

## Your Collaborative Tool Belt - Your Website

by Kathleen Wobber, Esq.

*The Collaborative Tool Belt is a series of articles on tools for collaborative practice. If you have tools which you have found useful, please send an email and your information will be shared with the collaborative community.*

“The Yellow Pages are going by the wayside” says Michael Chetelat of WebMeisters, a company which assists clients in creating dynamic websites. These days, a majority of people use the web to gather information and a ---->

company’s website speaks volumes about the company. Michael believes that you are better off having no website than posting a bad one.

Branding is an important part of your website. The home page introduces clients to your brand, and is the first clue of who you are and where you stand in the marketplace. On the home page, Michael says “simplicity is the key” because this is your storefront. It needs to be attractive and eye-catching, but not too busy or contain too much information. Clients look at a web site for approximately five seconds to discover whether your company has what the client needs, so first impressions are important. It is likely that your practice is not 100% collaborative, but it is important to include collaborative as a separate and distinct practice area.

Once attention is captured, a client wants to know whether you as an individual will be a good fit and will review the professional “profile” page. This page is not about tooting your own horn, rather the profile content must be client-focused. The client wants to know “what can you do for me?” and “how does your background advance my agenda?”. This is another good place to mention collaborative, and your involvement in your practice group.

Frequently asked questions (FAQs) are another good resource for the client, as this section allows the client to quickly find the area of interest. Links within FAQs to more detailed information help the client to drill down on the area of interest, and reinforce to the client that his concern is also your concern - thereby securing the “fit.”

*(continued on page 9)*

## INSIDE

mcpc approves endowment fund [page 2](#) // maryland uniform collaborative law act is now the law in maryland [page 3](#) // what can go wrong with this picture? [page 5](#) // practice group updates [page 6](#) // the client is on board now what about the spouse? [page 7](#) // becoming an experienced collaborative practitioner [page 8](#) // save the date [page 9](#)

[marylandcollaborativepractice.com](http://marylandcollaborativepractice.com)

# MCPC Board Approves Endowment Fund

by Margie Hofberg and Sue Soler

In January 2012, MCPC transitioned from a membership organization to an organization of practice groups. As a result, money to fund MCPC's operating budget comes directly from the practice groups as opposed to individual member dues. These dues only cover basic MCPC operations and do not allow MCPC to support the growing and expanding needs of our community. It is anticipated that in the future, MCPC will get requests to provide funds for events, services, and support in ways that are beyond the basic operations of the organization. As a result, MCPC must develop a way to amass additional funds beyond the practice group dues.

In fact, in the past two and a half years, MCPC has received requests and paid for services beyond the basic budget to include strategic planning for the Collaborative Project of Maryland as well as for two newly forming/reorganizing practice groups. MCPC has also provided funds for the Uniform Collaborative Law Act and collaborative ethics research. MCPC has contributed to state elected officials, underwritten statewide training in collaborative practice and funded booths at professional conferences. Although MCPC has been able to support these events in the past, the funds MCPC has available to continue that type of support are minimal and in order to sustain this level of contribution to the community, we must develop a new system.

We are proud to announce that this summer, the MCPC Board approved the formation of the MCPC Endowment Fund and Committee in order to meet the future needs of the collaborative community in Maryland. The Endowment Committee will be comprised of five members with at least one member on the MCPC Board and at least three members not on the MCPC Board. These members will be appointed by the MCPC President and reflect the collaborative community. The Committee will be tasked with evaluating and making recommendations to the Executive Board regarding requests for funds as well as developing additional fundraising options.

Maryland Collaborative practitioners can contribute annually to the MCPC Endowment Fund and efforts will be made to solicit donations from the Maryland Collaborative community. We hope that all practitioners in our community will see the value in supporting these efforts and make a contribution to the newly formed Endowment Fund. Contributions will be recognized in the MCPC newsletter. 



## Mission Statement

The purpose of the MCPC is to support collaborative practice groups, advocate state-wide on legislative, executive, and judicial initiatives, and to advance the use of the Collaborative Process as a method of dispute resolution.

## Vision

The vision for MCPC is to be the hub of the collaborative wheel that supports, connects, and unites practice groups, and is the foundation for advocacy and expanded use of the Collaborative Process in Maryland.

## MCPC Board Members

### Full Board Members

Steven Weisbaum, President  
Stacy Anderson, Vice President  
Margie Hofberg, Past President  
Kathleen Wobber, Secretary  
Sue Soler, Treasurer  
Suzy Eckstein, At-Large Member  
Ron Bergman, At-Large Member

### Practice Group Representatives

Nancy Weller, AACP  
Kathleen Wobber, BCDP  
Jac Knust, CPB  
Dan Kennedy, ACP (Frederick)  
Colette Brunell, HCCP  
Debora May, CDRP (Montgomery)  
Stephanie Fink, CDA (Montgomery)  
Brian Kane, CCWM (Washington, Frederick)

# Maryland Uniform Collaborative Law Act Is The Law In Maryland

by Kathleen Wobber, Esq.

## Purpose of the Law

1. To specify when the Collaborative Process begins and ends;
2. Authorizes parties to agree on scope of confidentiality;
3. Establish standards for disclosure of information during the Collaborative Process;
4. Establishes evidentiary privileges (what is admissible);
5. Authorizes courts to enforce agreements which result from the Collaborative Process; and
6. Authorizes courts to issue orders during the Collaborative Process (we will get to the issue of why you need an order later...).

## Important Definitions and Distinctions

1. This is a law, which is a “technical manual” mandating how the process is to proceed. A rule (coming soon!) is a “quick start” guide which gives the court and attorneys a practical guide (includes screen clients and obtaining stays of litigation in favor of the Collaborative Process)
2. “Collaborative Law Process” is a procedure to resolve a matter without court intervention, must have two things:
  - a. parties must have signed a “Collaborative Law Participation Agreement” (more on this later); and
  - b. the parties must be represented by “Collaborative Lawyers”
    - i. Note that the law does not attempt to define who can be a collaborative lawyer, as legislature did not want to interfere with the regulation of attorneys.
    - ii. Also note that non-attorney professionals called “Non-Party Participants.”
3. “Collaborative Law Communications” are those oral or written statements which are made after the Collaborative Process begins and during participation in the process.

## Practical Tips for Practitioners

Four Items Which Must Legally be Included in the Participation Agreement

1. Be sure that your participation agreement includes the statement “It is the parties’ intention to resolve a collaborative matter through a collaborative law process under Subtitle 19 of the Maryland Courts and Judicial Proceedings Article”;
2. Your participation agreement must describe the “nature and scope of the matter” (i.e. Nature and Scope of the Matter: The parties agree that they wish to resolve, through the Collaborative Process, all matters incident to their marriage, including but not limited to the identity of marital property, property division, child support and alimony).
3. The participation agreement must identify the collaborative lawyer who represents each party and must “contain a statement by each collaborative lawyer confirming the lawyer’s representation of a party in the Collaborative Process” (the would be appropriately placed just before the attorney’s signature line, and the signature line should specifically identify the party represented) (suggested language: “The attorneys, whose signatures appear below, are representing the above parties in the Collaborative Process”);
4. The participation agreement must be signed by the lawyers and the clients. Note that facsimiles of signatures are OK, but electronic signatures (i.e. use of a SSN as a signature) is not recommended due to the number of “hoops” you must jump through to make them valid. Nevertheless the preference of this writer is original signatures for all parties; and
5. Even if your participation agreement does not meet the statutory requirements, the court can still find that the parties intended to enter the Collaborative Process via a signed agreement and that they believed they were participating in the Collaborative Process.

## Confidentiality

1. Confidentiality attaches only if it is “agreed by the parties in a signed record” or by state law (i.e. attorney/client privilege), however there are exceptions for abuse, malpractice, judicial determination that the information is needed for a criminal matter or to interpret the parties’ collaborative agreement;

2. It is required that practitioners include a *specific statement* regarding confidentiality in their participation agreement (suggested language: All communication exchanged within the Collaborative Process will be confidential and without prejudice); and
3. Collaborative communications are privileged and not subject to discovery, but note that signed agreements upon which parties may rely are admissible.

#### Disclosure of Information (a.k.a. discovery, in litigation)

1. Allows the parties to define the scope of “disclosure”, which means each party is to provide the other party with information about assets, expenses or other items which are important to the parties (this should be done formally in your first set of minutes);
2. Requires that participants make “timely, full, candid and informal disclosure” of information without the need for discovery; and
3. Includes the requirement that a participant “update promptly” information previously disclosed.

#### Documenting the Beginning and End of the Collaborative Process

1. The process begins once the collaborative agreement is signed;
2. The process ends when there is a:
  - a. *Full or partial resolution of the case:*
    - i. A resolution of the entire matter must be evidenced by “a signed record,”
    - ii. A resolution of part of a matter must be evidenced by a signed record with an agreement specifically stating that “the remaining parts of the matter will not be resolved in the Collaborative Process.”;
  - b. *Withdraw by party or attorney:* The process *begins to end* when a party (with or without cause) discharges his attorney or when the attorney withdraws from representing a party (note that there is no way for a party to withdraw and retain their attorney). The lawyer must give prompt formal written notice to all parties of a withdrawal or discharge; or
  - c. *Filing with the court.* A party files an adversarial document with the court.

#### What Happens When the Collaborative Process Ends Prematurely

1. The process officially ends 30 days after the notice by an attorney of the process termination; and
2. In that 30 days, a party whose attorney has withdrawn may engage another collaborative attorney, but the process continues only if:
  - a. The successor lawyer confirms her representation of the party;
  - b. The collaborative agreement is amended to identify the successor collaborative lawyer; and
  - c. All parties consent to continue by reaffirming the participation agreement.

#### Relationship Between Litigation and Collaborative Law

1. Based on the wording of the statute, you can begin litigation before you sign the collaborative agreement, because you are not yet in the Collaborative Process
2. Once the Collaborative Process starts, you cannot:
  - a. Initiate a pleading, motion, show cause order;
  - b. Request that a date be docketed for a pending case; and
  - c. Take any action which requires notice to the other party (i.e. matters requiring a notice of service, letter to the judge except a request to stay in favor of the Collaborative Process).
3. (However, you can ask a court to “approve” full or partial agreements (i.e. if child support is agreed upon and a parent wants to have payments monitored by Child Support Enforcement)

A party is not handcuffed during the Collaborative Process. In the event of an emergency, he may still request an emergency order (although presumably the process would have broken down and be in the 30 day conclusion period, if an emergency order is necessary). 🙏

# What Can Go Wrong With This Picture?

by Debora E. May, CPA, CFP®, CDFA™, Shareholder and Alex S. Seleznev, MBA, CFP®, Senior Investment Advisor May & Barnhard, PC

A collaborative agreement is almost in place. The team sighs a big relief; support is done, asset division decided, parenting plan in place. Anything else to consider? For the short term, the picture seems to be clear but what can go wrong in the long run? Various omissions and oversights with insurance policies can compromise the sustainability of a well crafted agreement. Below are some of the items we see on our practice that are often overlooked, but when discussed and potentially integrated in the agreement can bring clients a sense of security and confidence.

## Umbrella (or Excess Liability) Coverage

Umbrella (or excess liability) coverage is probably one of the most commonly neglected types of insurance when it comes to divorce discussions. This type of coverage provides protection above the set limits on other insurance policies such as automobile, homeowners, personal property and etc. The idea behind it is to provide protection in catastrophic events that are not likely to happen but if occurred can be financially devastating (e.g. multiple law suits as a result of major automobile accident). This type of insurance is generally affordable even when purchased in large amounts (e.g. \$5 million of coverage) and should be considered as a budget item in most divorce cases.

## Long-Term Care (LTC) Policies

Long-term care (LTC) policies provide protection for people with permanent need for assistance with daily activities such as dressing, bathing, or eating. In the divorce setting, this type of coverage is particularly important for the individuals who get divorced in later stages of their life and are not likely to remarry. Uncertainty about the ability to self-insure may also be one of the reasons to consider this type of coverage. We generally review the clients' overall financial situation and then discuss the need to include the LTC premiums in the budgets and alimony negotiations.

## Long-Term (LT) Disability Coverage

Long term (LT) disability coverage replaces a certain percentage of income if the disability lasts for a longer period of time. We noticed that many attorneys discuss

these policies with their client. However, even when the coverage is already a consideration, some of the important details may be neglected. One such example would be how the coverage is maintained. Most employer-provided LT disability policies are likely to be cancelled upon the termination of employment. Employer paid LT disability insurance generally covers 60% of the employee's gross earnings. Furthermore, any benefits would then be taxable to the beneficiary upon receipt. Some LT disability policies may also be capped at a certain amount of benefit (e.g. the policy would not pay more than \$3,000/month) or at a certain number of benefit years (e.g. the policy will pay benefits for only five (5) years).

## Life Insurance

In the divorce setting, life insurance is generally used to protect the financial interest of the spouse that receives alimony or other payments. Most practitioners consider this type of coverage in their client discussions. Nevertheless, there are many details that should be thoroughly explored to ensure proper protection in the case of death.

For term-life insurance, the date when the policy premium escalates is one of the most commonly omitted items. Many term-life policies can remain in effect until the insured's age 90 or even 95. However, the level premium amount may be in effect for only 10 or 20 years. For example, assume the policy was obtained at age 35 with level premium payments of \$1,000/year for 20 years. It is likely that in year 21 the premium on such policy will dramatically escalate and render the policy virtually worthless. We have seen policy terms that escalate premium payments for a multiple of the initial level payment. A careful review the policy terms can help notice this issue ahead of time and properly address in the separation agreement.

We use various checklists in our practice to ensure no details are omitted. When we request documents for the initial review, we include specific items that we would like our clients to provide. After signing of the separation agreement, we also prepare brief summaries that help our clients stay on top of various modifications to insurance policies that should be made after the divorce. These relatively routine tasks help us and our clients keep track of the action items and prevent omission of key insurance and other considerations. 

# Maryland Collaborative Practice Group Updates

## Anne Arundel County Collaborative Group

The Anne Arundel County Collaborative Group meets periodically in Annapolis. For information, contact Nancy Weller, (410) 263-3660, [nlw@nancyweller.com](mailto:nlw@nancyweller.com).

## Association of Collaborative Professionals

Association of Collaborative Professionals (Frederick) meets at various locations on the third Tuesday of the month. Join them for their next meeting on October 21, 2014 from 12-1, at the office of Lorraine Prete, 5 W Church Street in Frederick, 301 360-9688.

## Baltimore Collaborative Divorce Professionals (BCDP)

BCDP meets every other month at Southside Diner at 893 East Fort Avenue in the Locust Point section of Baltimore. During September's meeting the group reviewed their Baltimore Magazine advertisement and learned about the new collaborative law. Also discussed was the upcoming addition of collaborative to the Maryland Rules. The next meeting will be held at the offices of Motsay & Lay, 200 East 25th Street, Baltimore. The group will be discussing updating its new website and site optimization. They will also be distributing collaborative informational cards which the group members will have on hand to educate clients. BCDP welcomes new members; please contact Mike Lay at [mlay@motsayandlay.com](mailto:mlay@motsayandlay.com) with any questions.

## Collaborative Professionals of Baltimore (CPB)

CPB meets the fourth Monday of the month for dinner at various locations in Baltimore City and northern Baltimore County. In September the group welcomed new members at Bluestone Restaurant and discussed what needed to be done to comply with the new collaborative practice law. Amy Mazer shared an article on collaborative which was published in a mental health review, interviewing Amy and one of her collaborative clients. For more information on CPB call Kathleen Wobber, 410-832-1800.

## Collaborative Dispute Resolution Professionals (CDRP)

CDRP is proud to announce its Educational Programs for the 2014-2015 year. \*\*Please note that with the exception of the December holiday party (and unless otherwise announced), all programs will take place at the North

Bethesda Marriott in the Linden Oak Room (across from White Flint Metro) at 5701 Marinelli Road, Bethesda, MD 20852. Free and easy parking and metro access are available. All programs will begin with Meet and Greets at 6:00 p.m., with programs beginning at 6:45 p.m. Some programs may go until 8:15 p.m.\*\*

On **October 27th**, "Building A Competent Collaborative Team using a Skilled Neutral Coach" will be presented by Cathy Heenan, Ed.D Psychologist, Collaborative Divorce Coach, and Consultant.

On **November 24th**, "They Don't Know What They Don't Know", a presentation on neutral financials, will be presented by Karl Korade, CPA, CDFA; Cynthia Zagorski, CFP, CPA, CDFA; and Donald Paris, CPA, MST, CDFA.

On **December 8th or 15th**, CDRP will hold its Holiday Party at a location TBD.

On **January 26, 2015**, a round table discussion on a topic TBD will be presented by Steve Weisbaum, Esq. and Sue Soler, LCSW-C

On **February 23, 2015**, "Neuroeconomics and the Collaborative Mindset – How the Brain Makes Decisions in High Conflict Situations" will be presented by Mary Atwater, Psy.D

On **March 23, 2015**, a panel discussion on "What Makes Children Resilient in the Divorce Process - The Latest Research" will be presented by Risa Garon and guest speakers.

On **April 27, 2015**, "Team Dynamics – What Helps Teams Build Cohesion?", University of Maryland

On **May 18, 2015**, a roundtable discussion on "False Harmony" will take place.

On **June 22 and July 27, 2015**, short programs will take place as brown bag lunches or social get togethers, keeping team members connected and supported during the summer.

## Howard County Collaborative Practice (HCCP)

The HCCP Practice Group is pleased to announce its new Executive Board. Board members include Marni Schwartz, Esq., Co-President; Chip (John) Mathieson, CPA, CFF, Co-President; Nancy Weller, Esq., Treasurer; Colette Brunell LCSW-C, Secretary; Joe Rosenberg, Financial Specialist; and Gretchen Conley, Real Estate Specialist. Colby Hall, Esq. will assume representation on the Board

of MCPC for HCCP and also rejoin HCCP's Board. HCCP has an exciting line-up of presentations this coming year:

On **Monday, November 17th** at 12 noon, John Lefkowitz, Ph.D will present on "Relocation" at Union Jacks.

On **Monday, December 15th** at 12 noon, Lisa Berlin, MBA, and Colette Brunell, LCSW-C will present on "Money Harmony" (Olivia Mellan's Workshop) at Aida's Bistro.

On **Friday, January 23, 2015** at 6:00 p.m., Barbara Kaufman, Ph.D will present on "Hidden Talents/Secret Lives" at Chetana's house.

On **Monday, February 9, 2015** at 12 noon, the "Role of Forgiveness and Apology in Collaborative Cases" will be presented at a location TBD.

On **Monday, March 16, 2015** at 12 noon, a presentation on "Ethical Dilemmas" will take place at a location TBD.

On **Monday, April 20, 2015** at 8:00 a.m., Cynthia Lifson, Esq. will present the legislative update at Meg Oliver's office.

On **Monday, May 18, 2015** at 12 noon, HCCP's Annual Meeting, Elections, and year's wrap up will take place at a location TBD.

On **Thursday, June 11, 2015**, HCCP's Summer Social Evening will take place at Chip Mathieson's home.

Another HCCP Happy Hour which likely take place this fall. Stay tuned for updates and further announcements next quarter! Questions? Contact Marni Schwartz at 410-997-0203 or Chip Mathieson at 410-995-5200 X 1613. 🍷

## The Client is On Board, Now What About The Spouse?

You have screened the client and have determined that the couple are good candidates for the Collaborative Process. The client is on board and sees the advantages of collaborative law, but is at a loss as to how to convince their spouse to engage in a collaborative process. Here are some helpful hints for your clients:

### Information Packet

Prepare an information packet or email which your client may pass along to the spouse about collaborative divorce. Sometimes the written word is more convincing than a conversation.

### If the Client/Spouse Relationship is Workable, Encourage Client to Talk with Spouse

If the client feels comfortable doing so, encourage the client to speak with the the spouse to determine if there is a shared commitment to a collaborative win-win conflict resolution. Prep your client to give the following message: (a) you (the client) are determined to behave in a respectful, ethical manner and want to ensure that both of you engage in a process that permits you to do so; (b) you (the client) believe you and your spouse value a negotiated solution that meets your needs now and in the future rather than putting those decisions in the hands of an uninterested judge; and (c) that you (the client) believe both spouses should commit your energy towards creative problem-solving rather than blaming and revenge that may occur in the heat of a combat of a contested divorce.

### If the Clients are in Counseling, Enlist the Aid of the Counselor

The client may be able to obtain the aid of a marriage counselor or children's counselor. If the counselor is educated and can speak knowledgeably about collaborative divorce, then that mental health professional may be able to convince your spouse to consider engaging in a collaborative divorce or separation.

### Websites

Provide your spouse with a list of websites that discuss and/or offer collaborative divorce services. One such website exists for the International Association of Collaborative Professionals at [www.collaborativepractice.com](http://www.collaborativepractice.com). Invite your spouse to call and talk to a collaborative divorce lawyer or coach. You may be able to provide your spouse websites for your local area which identify attorneys and other related professionals who are educated and trained in collaborative divorce. If you have selected a collaborative attorney, then he or she may be willing to send an introductory letter and information packet to your spouse; and

### Ask a Close Family Member or Friend to Discuss the Positive Benefits of Collaborative Divorce with Your Spouse

Individuals whom your spouse trusts may be able to offer sufficient encouragement for your husband or wife to try this very rewarding alternative. You never know what combination of the above may be enough to convince a reluctant spouse to become an enthusiastic participant

in a collaborative process. Your future, your children's future, and a civil continuing relationship with your spouse are the rewards that you may gain from engaging in a collaborative process. Those rewards certainly are worth an additional effort to convince your significant other that the rewards of being creative far outweigh any fears or hesitations either one of you may feel in engaging in a collaborative divorce.

If you have questions about your web site, contact Mike at [mikechetelat@webmasters.com](mailto:mikechetelat@webmasters.com) or 410.933.8887. 📧

## Becoming an Experienced Collaborative Practitioner - A Chicken and Egg Problem?

I was a newly trained collaborative practitioner and eager to get my first case. My biggest fear? That a client would ask "how many collaborative cases have you handled?" Thankfully my first client never asked, and I was fortunate that the spouse had an experienced practitioner who helped guide me through the process. This was the early days of collaborative practice in Maryland, now there are plentiful resources which can both give you that first case, and help to guide you through.

Experienced practitioners who are handling a number of collaborative cases recognize a maxim that many new practitioners miss - it is your responsibility to procure collaborative case referrals. Simply being trained does not ensure the clients will come, you have to present collaborative as a process option, along with mediation and court. This means taking the time to explain the Collaborative Process and screening the client to ensure that both spouses would be good candidates (cases involving the mental illness of one party or issues of domestic violence, for example, may not be appropriate for the Collaborative Process).

Still concerned about handling your first case with no experience? For practitioners willing to take cases on a "low bono" basis, the Collaborative Project of Maryland (CPM) is ready to partner with your clients. We have all had contact from potential clients who cannot afford our services but are in need of help. B.C. (before Collaborative) these clients would be referred to the Maryland Volunteer Lawyers' Service, where they may or may not be lucky enough to be appointed a litigation attorney. Now we can offer the clients the option of choosing collaborative through CPM, and can help the clients by immediately reviewing the income

guidelines with them, to see if they qualify. If an attorney refers a client to the CPM, that attorney will be given the option of receiving the referral back from the CPM. If you handle a CPM case, your time commitment is limited to 8 hours, and professionals are currently paid \$80 per hour up to \$800 for handling the collaborative matter.

Once you have a collaborative case ready to proceed, there is still the issue of how to navigate the process for the first time. CPM is committed to pairing experienced practitioners with inexperienced practitioners, in order to ensure that the collaborative model is correctly followed. While it sounds strange to attorneys that the "opposing counsel" would actually guide them through unfamiliar territory, this is exactly what happens in the Collaborative Process.

In short, if you are willing to take time to discuss the Collaborative Process with a lower income client, you will reap the dual benefits of having your first collaborative case, and of working with an experienced practitioner to learn the ins and outs of collaborative agreements, agendas and minutes.

CPM is emailing all registered volunteers a revised, easier-to-decipher income qualification guideline chart. Please save this chart for use in referring clients. If you are not registered with CPM, the process is outlined at this link: <http://collaborativeprojectmd.org/volunteer>. If you have been trained at no charge by the Administrative Office of Courts in Maryland, you have agreed to accept a pro bono case, and the cases from CPM will fulfill your requirement! 📧

*(collaborative tool belt continued from front cover)*

Since collaborative practice is unknown to many clients, this would be a good place to provide education on the mechanics of collaborative, the reasons it is a good process and how it can help the client.

A “helpful links” section is your chance to educate the client and to make your website the “go-to” place for authoritative information within your practice area. This section should contain links to outside items which further reinforce your expertise in your chosen area of practice. If you are part of a larger organization, it would be wise to include a tab for your particular area of practice, and then insert the FAQs

and helpful links within that section. This would be a good place to include a link to your practice group and to the IACP website (where you will have posted a page about yourself).

Once the client is convinced that you are the right professional, it is important that the client be able to contact you. The “contact us” page should have your office location(s), directions, and an email address for general information requests. A Google map is also helpful in locating you. If you have more than one office, it is important to include all addresses where you would see clients, as many clients prefer professionals who are close to their home or work. [📍](#)

## SAVE THE DATE

*Collaborative Dispute Resolution Professionals is Pleased to Present a Very Special Educational Evening:*



### Building A Competent Collaborative Team Using a Skilled Neutral Coach

presented by:

**Cathy Heenan, Ed. D.**

**Psychologist, Collaborative Law Coach and Organizational Consultant**

Cathy's presentation will introduce the CDRP membership to a Neutral Coach Facilitator Model. Neutral Coaches lay the foundation for strong communication and coordination, effectively keeping the team on track and moving forward. A Neutral Coach specifically works with both parties and the Collaborative Team to keep the Collaborative Process moving towards resolution. Her presentation is designed to deepen our collaborative team skills and to motivate full team cohesiveness.

Cathy Heenan, Ed. D. has offered Basic and Advanced Interdisciplinary Collaborative Law trainings throughout the United States, Canada and Europe. She is co-creator of the *Collaborative Divorce Video Training Series* and a Board Member of the Massachusetts Collaborative Law Council. She is co-author of the book *Preparing, Designing and Leading Workshops*. She wrote the chapter titled "The Coach's First Meeting With Individual Clients" in the award-winning book *Collaborative Law: Practice and Procedure, 2014*.

**Space is limited! Please RSVP no later than October 21st. Non-members must pre-pay by October 21st.**

**WHEN**      **October 27, 2014 – 6:00 p.m. - 8:00 p.m.**

**WHERE**      **Gaithersburg Marriott Washingtonian Center**  
9751 Washingtonian Blvd., Gaithersburg, MD 20878 - (301) 590-0044 - *parking will be validated*

**RSVP**      To register, contact Judy D'Amico, Administrative Assistance, CDRP - [jdamico.CDRP@gmail.com](mailto:jdamico.CDRP@gmail.com)

**COST**      CDRP Members: Dinner \$30 – Non-Members: Dinner and Presentation \$80  
Please mail payment to Judy D'Amico: May & Barnhard, 4840 Cordell Ave., Bethesda, MD 20814

For questions, please contact Mary Atwater, CDRP Education Chair - [mary@maryatwater.com](mailto:mary@maryatwater.com)