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**GUIDELINES FOR USE OF EMAIL COMMUNICATIONS TO FACILITATE THE  
PROGRESS OF PARENT COORDINATOR OR TREATING EXPERT WORK**

Regularly scheduled or as-needed sessions may be scheduled with Dr. King to discuss issues that do not require immediate resolution.

If you are communicating with another party via email and you want Dr. King to have copies of the emails, make photocopies and mail them to her or bring them with you to an appointment. Do you send them to her via email. There may be periodic updates, records, or documents you wish to share with Dr. King. Mail or fax these items to her. Remember, you will be charged the usual hourly rate for Dr. King's time when she reads the items you send.

Email should be used when you need an answer to a question right away. As a general rule, this occurs when there is a disagreement about parent time or other issues that are covered in your Orders or by Utah Code, but may be unclear. You may not have realized until the last minute that each party is interpreting differently and you need direction or a decision from Dr. King without delay. In these circumstances, try to state your position briefly and avoid lengthy arguments or rationalizations.

It is understood when you send Dr. King an email and expect a reply from her via email you are taking certain risks. Other persons such as systems managers, family members, fellow employees or other unknown persons at places of employment may read the email communications despite efforts to prevent this. There is also the risk that either you or Dr. King could inadvertently misdirect or copy an email to unintended recipients.

Your signature below certifies you have read and understood these guidelines and cautions. When you choose to communicate with Dr. King via email you agree to take the associated risks. You agree to release Dr. King from any liability for damages resulting from the content of email communications being accessed by others, regardless of how it occurred.

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Printed name

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Signature

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Date signed