

## **CO-PARENTING COMMUNICATION AND EMAIL ETIQUETTE**

1. Communication should be accurate, complete and timely.
2. The Golden Rule: Always provide the other parent information that you expect that parent to give to you.
3. Keep your focus, be brief, to the point and stay focused on your child.
4. Stay focused on present or future events. Don't bring up past problems.
5. Be positive and use business like tone.
6. Keep your cool, don't jump to conclusions or overreact.
7. Don't write in all capital letters to make a point. This can give the impression you are angry.
8. Don't criticize, blame or accuse the other parent.
9. Don't make rude, mean or sarcastic comments about the other parent.
10. Don't make demands.
11. Don't use profanity.
12. Keep it courteous and cooperative.
13. Do provide the other parent with reasonable deadlines and due dates.
14. Do use courteous and respectful words, such as please and thank you.
15. Be cooperative.
16. Write communication as if it someone such as a Judge or other decision maker may read it.
17. Cooperative Co-parenting says your child is your first priority.
18. Keep the emails limited in number. No more than two emails per day unless there is an emergency.
19. Email should be separated as to issues. Financial matters should be handled separately from parenting issues.
20. Use specifics subject lines for all emails.
21. Parent should consider using only one email address to use for all co-parent communications.
22. In general a parent should reply within 24 hours even if the reply just says that the email and the information was received.
23. Stepparents or significant others should not be involved in e-mail communications unless the co-parent agrees or gives permission.
24. A stepparents name should not appear in the cc section.

If you want additional information, we can provide you with a more detailed Co-parenting Communication Guide.