



# MINNESOTA JUDICIAL BRANCH

## State Family Early Case Management/ Early Neutral Evaluation Program

### PASS

## Provider Availability and Scheduling System: Applying to ENE Programs and Timelines for Decisions

State Family ECM/ENE Program Manager  
Court Services Division  
State Court Administrator's Office  
Minnesota Judicial Center  
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St. Paul, MN 55155  
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## **I. Information you will need to have handy to apply:**

1. Your mailing address.
2. The address of any office you may have available in which to perform ENEs.
3. Phone number(s) where the court and parties/attorneys can reach you.
4. Your email address for parties/attorneys, the court and PASS to contact you.
5. Date(s) of your SENE and/or FENE training and location(s). (Available here: <http://www.mncourts.gov/Help-Topics/ENE-ECM.aspx#tab04MasterTraining>.)
6. Your current Rule 114 ADR qualification status and the date they became active and the date they expire. You can call the State Court Administrator's Office to check your reporting/renewal date: (651) 297-7590.
7. Fee scales for programs to which you are applying. These are available for each county in the dropdown menu on the County Information tab of the State's ECM/ENE Tab: <http://www.mncourts.gov/Help-Topics/ENE-ECM.aspx#tab03County>. You won't find this information for DPs or PPs.
8. For each of your professional licenses (including attorney's license): your license # and date granted and date expiring.
9. Except a for your Minnesota Attorney's license, a PDF copy of your professional license(s), which you will email to [PASS@courts.state.mn.us](mailto:PASS@courts.state.mn.us) after you submit your application.
10. Degrees received and dates received. (Optional. If you wish to provide these—they will be displayed along with your licenses and training to help parties chose you.)
11. If you are applying as a new applicant to any program, any supplemental application form and materials required by a program to which you are applying. To verify requirements, please check out the Provider Information for Prospective ENE Providers on the State's ECM/ENE Webpage: <http://www.mncourts.gov/Help-Topics/ENE-ECM.aspx> and the table of programs in this document. Supplemental application forms and materials should be sent to the email in the table in this document.
12. The criteria, program guidelines and polices for each program to which you are applying. Check out the Provider Information for Prospective ENE Providers on the State's ECM/ENE Webpage: <http://www.mncourts.gov/Help-Topics/ENE-ECM.aspx> for this information. You won't find this information for DPs or PPs.

## **II. Applications in General:**

1. New applications for rosters can be submitted at any time through PASS; however, action will only be taken on applications on a program's regular timeline (for example: their committee may only meet and make decisions twice a year, or they may only open their roster for consideration of waiting applications on an as-needed basis).
2. Information on a program's normal application process can be found in the Provider Information for Prospective ENE Providers in the dropdown menu on the Provider Information tab of the State's ECM/ENE Tab: <http://www.mncourts.gov/Help-Topics/ENE-ECM.aspx#tab05Provider>.
3. Programs not fully launched in PASS may still be taking paper applications also, and Programs that are fully launched in PASS may require supplemental mini applications—please make sure to submit these per the information provided as described in #2, above.

4. Counties with no court-sponsored ENE program, may have access to ENE through the Equal Access ENE Program. You may apply to Equal Access ENE through PASS. Select the service type “EA SENE” or “EA FENE” and choose the counties you are interested in. Please review the [application process and criteria](#) for the Equal Access Program and [the Equal Access Program Fee Scale](#) before applying. A supplemental application is required.
5. **Please do not contact a program to inquire about an application pending in PASS unless you’ve been asked to contact them regarding missing information. Decisions will be made as outlined in the information described in #2 above. You will receive an email notification through the PASS system when action has been taken on your application.**