**ADDENDUM A**

**ORDER FOR OUR FAMILY WIZARD AND REQUIRED PROCEDURES**

1. Within ten days of the entry of this order, each of the parties will contact OFW (“OFW”) at ourfamilywizard.com or 866.755.9991 to establish parent accounts and obtain at least a one-year subscription. Each will be individually responsible for any costs associated with setting up his/her account.
2. This order requires both parties to utilize this program so that their communication is documented by using the Message Board and to provide a method that may advise each other of his/her schedule and the child’s (“SuzyQ”) schedule to communicate concerning scheduling issues or changes by using the program’s calendar features. The parties will not email, text, or telephone each other directly regarding issues relating to SuzyQ, but will post all communication exclusively on the website. Once they are enrolled in the program, they will not communicate by text or telephone except as otherwise described in this Order. Both parties will download the OFW app on their cell phones, both will sign in to OFW at least once per day, and each will reply to any messages left there for them by the other parent. If a parent posts a message on the website that requires a response by the other parent, the latter parent will respond within 48 hours unless it is clear from the message itself that a longer response time is acceptable. Both parties will reply to messages in less than 48 hours when a shorter deadline is required or imposed by a third party, such as a coach or school teacher/administrator, and any message that requires a shorter reply time will state the deadline for a reply and the reason for the shorter reply time.
3. In odd-numbered years, Father will post, and in even-numbered years Mother will post, the entire annual schedule with school days and holidays based on the schedule provided in the Physical Custody Schedule, paragraph 1, of the parties’ Parenting Plan, to be input no later than January 10th of each year. If the other parent believes there is an error in the schedule as posted, they will notify the other parent of the error and proposed correction through the message board on Our Family Wizard within ten days. If the schedule for the year based on the Parenting Plan is not finalized by the parties by agreement by January 30th, any remaining disputes will be resolved by the parenting coordinator. Thereafter, both parents will have responsibility for posting events, appointments, activities, etc. as described in the parties’ Parenting Plan.

The parties are required to utilize this program fullyto schedule and advise the other of schedule changes or requests with regard to each parent’s parenting time with SuzyQ and such other communication that is necessary in relation to SuzyQ. Each parent will update the OFW message board and calendar with all appointments, activities, etc., so that the complete schedule for SuzyQ is visible to both parents. These updates will be made the day the parent becomes aware of the update. Any changes to the OFW schedule should be made the day the parent becomes aware of the change.

1. The parties will use OFW exclusively, and will not communicate by telephone or text message except regarding matters of an emergency nature regarding SuzyQ that must be acted on in less than 24 hours. In case of such an emergency, the subject and general content of the communication will be memorialized by a journal entry in the Calendar feature.
2. The parties will use the Calendar, InfoBank, and Expense features. If an entry requires a response, the receiving parent will respond within 48 hours unless the entry itself clearly indicates a longer time frame is acceptable. If no response is provided within 48 hours of a message being sent, the non-responding parent will be presumed to have consented to the issue/proposal presented. If a parent is unable to make a decision within 48 hours, that parent must contact the other parent by OFW within 48 hours to request additional time to respond to the issue. Additional time requested must not exceed an additional 24 hours beyond the original 48 hour deadline.
3. Each parent is responsible for regularly checking OFW for messages daily, and it is not the responsibility of the parent who sent the message to follow up with the other parent to make sure the message has been received. The parents have the duty to notify each other of changes to email addresses and phone numbers, and any inability to access OFW or their phone.
4. The parties must utilize the Expense feature of OFW to record and formalize all potentially reimbursable expenses. An electronic file of the receipt for payment must be attached to each request or record. If a parent is not capable of posting a photograph or scan of a receipt, he or she must mail a copy of the document by regular first-class mail on the day following the electronic announcement in the Expense section. Each parent must preserve the original of any scanned or photographed document posted.
5. Each parent must elect to receive text or email alerts about new activity using the Daily Digest or On Action option.
6. Each parent must timely renew the annual subscription to OFW as long as this order remains in effect.
7. Both parties will authorize Professional Access to the Parenting Coordinator by using the “Permission for Professional Access” document.
8. This Order will remain in full force and effect until further order of court.

**SO ORDERED:**

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**The Honorable Dated**