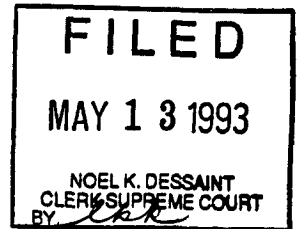


SUPREME COURT OF THE STATE OF ARIZONA  
ADMINISTRATIVE OFFICE OF THE COURTS



**CONFIDENTIAL INTERMEDIARY PROGRAM ADMINISTRATIVE REQUIREMENTS**

**ADMINISTRATIVE ORDER NUMBER** 93-24

**A. Preamble**

The Arizona Supreme Court shall administer the Confidential Intermediary Program. The Court shall adopt rules necessary to implement the Program, including criteria for certification and standards of conduct of Confidential Intermediaries.

Administration of the Confidential Intermediary Program, the Confidential Intermediary Program Fund, and the certification, training, and monitoring process for Confidential Intermediaries shall be under the direction of the Administrative Director of the Courts. The Director is authorized to establish policies, procedures, fees, training, forms, and reports necessary to administer the Program.

**B. Administration**

1. The Director may prepare fiscal projections and create a budget based upon those projections for the purpose of administering the Confidential Intermediary Program.

2. The Director is authorized to allocate and expend funds pursuant to A.R.S. § 8-135 for administrative costs and projects associated with the Confidential Intermediary Program.
3. The Director is authorized to appoint an advisory and/or appeal committee(s) to facilitate implementation and administration of the Confidential Intermediary Program.
4. The Director is authorized to propose rules which establish criteria for certification and standards of performance of Confidential Intermediaries pursuant to A.R.S. § 8-134 (F).

**C. Criteria for Certification**

An employee of an adoption agency licensed by the state, an employee of the division, or any other individual must meet the requirements set forth below to be certified as a Confidential Intermediary:

1. Be at least twenty-one (21) years of age;
2. Successfully complete an educational training program and pass a certification examination based on the educational training program approved by the Administrative Director. The training will be designed to prepare Confidential Intermediaries to competently perform their duties;

3. Agree, as a condition of certification, to accept at least one case in which all or a substantial portion of the hourly fees for a search is waived for each fifteen appointments in which a regular fee is paid;
4. Successfully complete a criminal records check.

**D. Standards Of Conduct**

1. A Confidential Intermediary shall perform duties in a professional manner and show sensitivity toward all persons potentially affected by the search.
2. Adhere to the Standards of Conduct specified herein.
3. A Confidential Intermediary shall keep confidential all information obtained during the course of an investigation and shall use confidential information only to arrange a contact or share information between the individual who initiates the search and the person who is the subject of the search.
4. A Confidential Intermediary shall not:
  - I. Remove case documents from court records;

- II. Use materials or employ methods deemed unsuitable by the Supreme Court Confidential Intermediary Program;
- III. Retain any fees collected in advance, but not earned, if the person wishing to search requests in writing that the search be discontinued;
- IV. Charge more than the amounts permitted under these Rules;
- V. Permit a conflict of interest or appearance thereof;
- VI. Assume the role of a therapist or counselor, other than to provide initial advice and counsel to parties involved in a search;
- VII. Violate any rules or policies established by the Supreme Court Confidential Intermediary Program or conduct themselves in a manner that would reflect adversely on the Judiciary Department.

**E. Amendments**

These administrative requirements are subject to amendment as deemed necessary.

**F. Effective Date**

This Administrative Order supersedes Administrative Order Number 93-10 which is hereby rescinded.

The provisions of this order shall be effective from and after May 14, 1993.

DATED in the City of Phoenix, Arizona, at the State Capitol this 13th day of May, 1993.

ARIZONA SUPREME COURT

Stanley G. Feldman  
Chief Justice