

THE BASICS OF EMAIL

Composing Email

Keep email short and clear. If you have more than one issue to cover, number each one. When the other parent answers this email, he/she should refer to each item by number.

The emails should BE BRIEF and limited in number (once or twice per day) unless there is an emergency situation.

- Emails should relate to present or future activities only.
- Emails should not rehash or make judgments about past events.
- Emails should not blame or criticize the other parent about past events.
- An email should be limited to exchanging parenting information. Do not bring up financial issues. Financial matters should be handled separately from parenting discussions.

Sending Email

Use specific subject lines for all email. Examples are “John’s football practice”; “Melissa’s dance.” Parents may end up with hundreds of emails within a file, so using a specific subject line will make finding a certain email quick and easy.

If there has been a thread of emails about a certain subject (such as Gmail uses), change the subject line if the email’s subject or focus changes.

Parents should provide each other only one email address to use for all co-parenting communication. This email address should be one that a parent has easy access to and checks regularly.

Receiving Email

Sometimes an email requires the co-parent to reply. In general, a parent should reply within 24 hours, even if the reply just says that the email and information was received.

Email & Stepparents

Stepparents or significant others should not be involved in email communication unless the co-parent agrees or gives permission.

- Stepparents should not send email.
- Stepparents should not be copied on email sent to the other parent.
- An email should not be sent from a stepparent’s name and email address.
- A stepparent’s name should not appear in the CC section.
- If you choose to blind-copy (BCC) your spouse or significant other on an email to your co-parent, that is your business.

