

DESERET COUNSELING CENTER
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COURT ORDERED AND NON ORDERED-FORENSIC INTERVIEW POLICIES AND PROCEDURES

1. Parents will sign a consent form for participation in a Court ordered procedure to be performed by an Evaluator.
2. The Evaluator will be notified of Court appointment by minute entry.
3. Fee for all services will be paid in the form of a retainer that will be drawn against and will be replenished as described below, the retainer is to be paid by cash, cashier's check, or money order.
4. Appointments will not be made unless the account is current.
5. Insurance **will not** be billed for the cost of the services of the Evaluator.
6. Each parent will sign release forms to allow the Evaluator to obtain any documents or information that will assist him in the resolution of a conflict.
7. Non court Ordered-Forensic Interview-is done at the request of a client or parent of child. The client/parent will sign a release if the report is to be released to anyone other than said client/parent. Insurance will not be billed for these services.

PARTICIPATION

If the situation should occur that one of the parties is failing to participate, refuses to pay fees and/or refuses to attend appointments, the Evaluator will notify the Court immediately for direction.

You **must** send a copy of all the materials and correspondence sent to the Evaluator to the other party or to their attorney.

The Evaluator will not hear matters over the telephone, an appointment must be made.

WAIVER OF CONFIDENTIALITY

Unlike counseling or therapy, the work of the Evaluator does not include a provision for maintaining confidentiality. When the evaluation is complete, a report with recommendations will be prepared in written form and sent to each parent and/or attorney of record, and to the judge assigned to your case.

FEES

Services for non-court ordered Forensic interview may require a retainer to be determined at the time of initial conversation re: appointment. Services are billed at \$250.00 per hour with deposition/court testimony to be billed at \$300.00 per hour door to door up to the next hour. Service fees for my assistant, Cheryl are as stated below.

Services of the Evaluator for any and all court ordered procedures are billed at the rate of \$250.00 per hour. You will be charged for actual meetings, missed appointments, materials submitted for review, time to contact any collateral sources for information, **telephone contact**, attorney contact and expert testimony or subpoena. Services are billed in 15 minute increments. Services performed by my assistant, Cheryl will be billed at \$75.00 per hour. Her services include, but not limited to, are, phone conversation regarding information you share with her to be forwarded to Dr. Brown, chart review, organizing material submitted for review, and administrative duties such as mailings, faxing or phone calls. You will not be charged for billing questions.

An **initial** retainer fee of \$4,000-\$6,000 will be collected at the time of the first scheduled meeting with the Evaluator; each party will pay 50% (unless specified otherwise by the court). This is an **estimate**; your actual fees could be more or less depending on the complexity of your case. The Evaluator **does not** pursue payment from either party. Any issue regarding payment or non-payment must be resolved with your attorney prior to the first appointment. You may make payment by cash, or cashier's check. If either party fails to bring his or her portion of the retainer fee, the meeting will not be held. The individual who fails to bring his or her portion of the fee will be assessed the charge for the meeting that could not be conducted due to their failure to pay the retainer. A subsequent meeting will not be scheduled until the party who failed to bring the retainer pays the fee. The retainer will need to be replenished when the credit balance reaches \$2,000.

TESTIMONY

In the event of subpoena for deposition or expert testimony, the party requesting this service assumes full costs for these fees which are \$300.00 per hour door to door to the next full hour. Fees associated with these requests must be paid 72 hours prior to the scheduled date of testimony or deposition and must be paid with cash or cashiers check. Fees paid in association with deposition or testimony will not be refunded unless the Evaluator is given a **48-hour notice** of cancellation.

Fees associated with deposition or expert testimony include, travel/wait time and time to review records prior to testimony or subpoena.

My signature below indicates that I have read and accepted the conditions outlined above, and agree to participate.

Print or type name

date

Signature

relationship to child (ren)