WYNNS FAMILY PSYCHOLOGY PSYCHOLOGICAL SOLUTIONS FOR CHILDREN, ADOLESCENTS, AND FAMILIES

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SERVICE AND FEE AGREEMENT FOR FORENSIC PSYCHOLOGY SERVICES

Information concerning Wynns Family Psychology's (WFP) forensic psychology services, financial arrangements, and policies and procedures

Thank you for the opportunity to work with your family. This form describes WFP's forensic psychology services and procedures. * Please excuse the length of this form; however, the complexity of these services necessitates detailed coverage of WFP's policies and procedures. Please let the WFP professional working with your family know if you would like clarification or have questions about the terms contained in this document.

*Note: The information in this form pertains to custody evaluations, parenting plan consultations, and court testimony/depositions/settlement conferences. Please check the WFP website using the URL <u>www.wynnsfamilypsychology.com</u> for information about other services and/or call WFP's main office in Cary and speak to a WFP staff member.

<u>Types of Services Offered</u> (Please visit the WFP website for a comprehensive fee schedule relating to the services listed below)

- Custody Evaluations/Parenting Plan Consultations
- Court Testimony/Deposition/Settlement Conferences
- Forensic Risk Assessments
- Parent Coordination
- Reunification Therapy (see http://wynnsfamilypsychology.com/Portals/16/forms/Reunification-Therapy-Agreement.pdf)
- Supervised Therapeutic Visitations
- Supervised Visitations
- Expert review/consultations for law firms

Provider Qualifications

Wynns Family Psychology's forensic team includes doctoral level psychologists and licensed mental health professionals with the appropriate education and/or training, to deliver quality court-related services. You may access the WFP <u>website</u> to learn more about the professionals on the forensic psychology team. The professionals at Wynns Family Psychology are independent contractors and have a contractual relationship with Dr. Kristen Wynns, Ph.D., PLCC, owner, d/b/a Wynns Family Psychology.

Important Information About Our Court-Related Services

• The professionals at WFP are not attorneys and cannot provide legal advice. Therefore, the professional services provided should in no way be construed as legal services or giving legal advice.

- None of the services or educational materials WFP provides, including parenting plans/custody services, and/or any written materials WFP creates should be construed as legal advice, legal information, or the practice of law.
- No service that Dr. Kristen Wynns, PhD or the professionals contracting with WFP provides, whether written or verbal, constitutes legal advice/information. Therefore, the court-related services these provides should not, in anyway, be construed as legal services, legal advice, or the practice of law.
- <u>Confidentiality</u>: There are numerous limitations to confidentiality in a parenting plan/custody consultation.
 - Most notably, if you sign a release form for us to speak with other professionals or nonprofessionals, information then may be subject to re-disclosure by a recipient of such information.
 - Information may be disclosed to the court, your attorney, or the opposing side's attorney, during legal action. Once disclosed, the privacy of the information will no longer be protected under federal medical privacy law.
 - Please note that the professionals working with your family may, at times, consult with other WFP professionals as needed,
 - As mental health providers, our forensic team members are required by law to report allegations of abuse or neglect, and this reporting must not be interpreted as a display of support for the individual who made the allegations or against the person being accused, or as an indication that the psychologist finds the allegations credible.
 - <u>There is no confidentiality *between* parents</u>. In order to "crosscheck" facts, we need to be able to question your ex about issues you have discussed and vice versa.
 - Should the WFP professional working with your family be the subject to an ethics complaint, investigation, and/or legal action related to the services you received at WFP, then WFP and/or the professional may need to share the details of your case with a third-party, including but not limited to legal counsel, licensing board, or court in its/their own defense.
- Recording devices are prohibited. However, your forensic examiner may utilize a recording device during aspects of the evaluation process (e.g. interview, parent-child observations, and/or home-visits). Your evaluator will notify you if a they are using a recording device.

DESCRIPTION OF SERVICES

Types of Custody Consultations/Evaluations

- <u>Parenting Plan/Custody Consultation</u>: This is a brief consultation with a professional our forensic team. This consultation is helpful when parents have specific questions about a parenting plan (e.g., how to handle transitions between two homes, how a child is handling the divorce or separation, what are developmental concerns for a child of a certain age to consider, how to introduce significant others, or other specific questions related to divorce/separation?) At the conclusion of the consultation, parents may request written recommendations or a short report. This is sometimes helpful to share with attorneys to aid in settlement (Fee: \$275.00 per hour, Dr. Wynns' fee: \$350).
- <u>Standard Custody Evaluation</u>: This evaluation includes parent/guardian interviews with the parents/guardian who are parties to the custody matter, interviews with the child/or children who are the subject of the custody matter, a total of six collateral interviews (e.g. teachers, other professionals, coaches etc.), and psychological testing for each parent/guardian who is a party to the custody matter. At the conclusion of the evaluation, the evaluators(s) will provide a comprehensive evaluation report,

and a parent-child observation in the office with each parent. that includes recommendations that speaks to the best interests of the child. The evaluator(s) will distribute the completed report in accordance with the provisions of the court-order or by the provisions outlined in parties' signed agreement. (Fee: \$9,995 flat fee. Additional \$500.00 fee for each additional individual who is involved in the child's care but who are not parties to the agreement). Payment for additional interviews must be agreed upon by the parties in advance.

- Standard Evaluation + Home visit (up to 45 min travel each way) A one-hour home visit in each parent's home may be added to the standard evaluation. This add-on is great for parents who live up to 45 minutes away from one of Wynns Family Psychology's three locations (Additional Fee: \$1000; Total fee is \$10,995). Location distance will be determined using Google Maps. For parents who live more than 45 minutes away from any of Wynns Family Psychology locations as identified by Google Maps, mileage will be billed at the hourly rate of \$250 per hour (Dr. Wynns' fee is \$350 per hour). Hourly rates will be prorated to the nearest 15 minutes.
- <u>Standard Evaluation + child testing</u> One of two Wynns Family Psychological child testing packages (i.e. A full psychoeducational evaluation or developmental evaluation) may be added to the standard evaluation. This is evaluation is great for parents who are concerned that their child(ren) has an unidentified academic or developmental/special need. This may be also applicable for families where a need and/or special abilities have been previously identified and re-evaluation is needed. A separate evaluation report will be provided. (Additional Fee: \$1400; Total fee is \$11,395).
- Standard Evaluation + Home visit (up to 45 min travel each way) + child testing (Full <u>Psychoeducational or Developmental eval</u>). This evaluation contains the elements of the standard evaluation, child testing, and home visit. A separate evaluation report will be provided. (Additional Fee: \$2400; Total fee is \$12,395).

*Note: All other ancillary services, not including court testimony, that are associated with the custody evaluation such as such as additional collateral interviews, testing of kids, travel for home visits will be billed at the hourly rate of \$275 (\$350 per hour for Dr. Wynns).

Important Information about the Custody Evaluation Process

- <u>*The Forensic Examiner's Role*</u>- The role of the forensic examiner in a custody evaluation is different that the role of a therapist.
 - Even though the provider conducting the evaluation is also a mental health professional, that professional cannot provide psychological advice to individuals whom they are evaluating. If you desire supportive counseling or psychotherapy services for yourself or your children, the WFP professional serving as your custody evaluator/consultant would be pleased to provide you with the names of appropriate professionals who specialize in divorce services for adults, teenagers, and/or children.
 - Likewise, the WFP professional working with your family <u>does not provide emergency</u> <u>services</u>, and you should: 1) contact your psychiatrist or primary care physician; 2) go to the nearest hospital emergency room and ask to speak with the psychiatrist on call; and/or, 3) follow your insurance carrier's emergency procedures.
 - In the role of a forensic examiner, the WFP professional, serving as your custody evaluator/constant, must question information you provide, and at times you may feel you are being interrogated rather than interviewed. The forensic examiner is expected to secure verification of assertions made. You may find this process distressing; however, this level of follow-up is necessary in a custody evaluation. The WFP professional serving as your custody

evaluator/consultant, is charged with being a neutral expert and will not presume that you are lying or that you are being truthful. Your cooperation will be expected as verifications of assertions made by you are sought.

- <u>Parent Interviews</u>: Initial parent interviews are typically 90 minutes 2 hours in length. You should be well prepared to discuss your thoughts and concerns. The questions at the end of this document are designed to help you think about what you would like to communicate to the WPF professional serving as your custody evaluator/consultant.
- <u>Child Interviews</u>: Initial child interviews are typically up to 60 minutes in length; the format will be age-appropriate for your child.
 - Your child must have already been told that there is going to be a divorce. The WPF professional will briefly explain to the child that the evaluator's role is as one of the team of professionals who is helping with the divorce.
 - The WFP professional will also explain to the child that while it is important to be open and honest, what he/she says will not be kept confidential.
 - Please do not coach your child to say certain things during the interview; coached children sound coached. Also, coaching tends to make children experience anxiety about the interview as they worry if they will remember what the "right" thing to say is, and coached children often experience anxiety, fear and/or depression after the interview as they question if they "performed correctly" in the interview.
 - Consider using the following in preparing your child for the interview: "Mom and dad have a team of professionals that are helping us to make decisions about the divorce; these people have helped lots of families who go through divorce. You are an important part of this family, and so one day you are going to go and talk to one of the people on the team. All you have to do is be honest and say whatever you think or feel, and there are no wrong answers."
- <u>*Parent- Child Observations*</u>: Parent-child observations include the parent and child engaging in one familiar activity for approximately 30 minutes and engaging in one novel activity for approximately 30 minutes. Both the familiar and novel activity observations take place in one 60-minute session at the evaluator's office.
- <u>Home Visits</u>: Home visits are sometimes requested by one or both parents, and on rare occasions the evaluator may independently deem home visits necessary. Home visits are added at the discretion of the evaluator, as we deem necessary to sufficiently address the issues; parties cannot refuse announced or unannounced home visits deemed so necessary by the evaluator, and the costs of home visits will be shared among the parties in the same manner that the evaluation as a whole is shared. That is, if the evaluation is being split 50-50, the parties would split the cost of the home visits 50-50, regardless of who raised the issue. In the interest of balance and fairness, if home visits are to occur, the homes of both parents will be visited, and will be either both announced or both unannounced.
- <u>Participating and Non-Participating Parents</u>: In most cases both parents participate in the process. This lessens conflict and minimizes miscommunication as information flows directly from us to each parent instead of between parents. If you are seeking our services unilaterally, we encourage you to ask the other parent to join into the process. We are happy to speak with that person regarding the benefits of participation. If you are seeking our services unilaterally and the other parent chooses not to join in the process, then we must require that we provide my recommendations to you in writing and not only verbally, to ensure that said recommendations do not get miscommunicated at any time.
- <u>Distinguishing Between (1) Probative Questions/Discussions During the Custody Evaluation Process</u> <u>and (2) Final Recommendations</u>: During the process, the WFP Custody evaluator/consultant will ask

questions to gather information on your child and family so that they can develop final recommendations that are the best fit for your child/family. The WFP custody evaluator/consultant may ask probative question or have probative discussions to explore possibilities with you regarding what options might be in the best interests of your child and family unit. During the evaluation process, the custody evaluator/consultant may review the pros and cons of many options, and may ask you what options you would be willing to participate in, should they become a final recommendation. It is important that you keep in mind that the discussion of a possible option does not make that option a direct recommendation. All final recommendations will be included in the final summary and/or comprehensive evaluation report.

- <u>Documents for Review</u>: The parties will be given an opportunity to provide their custody evaluator/consultant with materials the parties deem important for review. The custody evaluator/consultant will send a request to the parties for materials and provide a deadline for its return. Please do not submit any materials or forward emails, or other communications, to your custody evaluator/consultant until the request has been made. The parties will be asked to submit, along with the materials, a list of items provided, to be shared with the opposing party. Please do not give the WFP professional originals of any written materials as WFP professionals will not make copies of original materials for you, your attorney, or the opposing party's attorney. WFP professionals working with your family also do not return the materials provided. We do not print out emailed documents, hard copies need to be furnished for review. If you provide us with a USB containing information, this USB will be kept as a part of our records.
- <u>Communicating with the Custody Evaluator</u>: In general, the custody evaluator will communicate with the parties jointly, by email. Exceptions to this will of course, occur during the individual meetings with the parties.
 - The custody evaluator will not engage in ex-parte communications with an individual attorney once the evaluator has begun the evaluation process (e.g. once the parent interviews have begun).
 - If one of the party's attorney does attempt an ex-parte communication, the evaluator will respond by asking the attorney, who made the contact, to send a joint email to the other party's attorney to schedule a joint call and/or email.

PAYMENT/FEE POLICIES

Fees at a glance

Type of service/activity	Hourly Rate	<u>Flat</u> Fee	Other associated fees	Retainer Required
Court Testimony	\$350 Dr. Wynns' fee is \$450	No	Yes, see policies on late fees and returned payments	Yes, \$1750 Dr. Wynns' minimum retainer is \$2250
Custody Consultations	\$275 Dr. Wynns' fee is \$350	No	Yes, see service descriptions and policies on late fees and returned payments)	No
Standard Custody Evaluation	\$275 after flat fee – does not	\$9995	Yes, see service descriptions and	Yes, the package fee must be paid in full

	include court testimony*		policies on late fees and returned payments)	before the start of the evaluation.
Other Testimony/Appearances (e.g. depositions, settlement conferences)	\$350 Dr. Wynns' fees are \$450	No	Yes, see service descriptions and policies on late fees and returned payments)	Yes, \$1750 Dr. Wynns' minimum retainer is \$2250

*<u>Note</u>: Fees for depositions and testimony upon completion of the evaluation are billed to requesting party unless the parties have reached a mutual agreement about payment for these services. All other services not covered above, during an hourly consult and after a flat-fee evaluation is complete, including home visits, letters, email (reading and responding), telephone consultation (with yourself or others), etc., are billed at \$275.00 per hour. Please note you are solely responsible for payment of all fees for collateral contacts WFP professionals make as a part of the custody evaluation/consultation. Further, WFP will bill you for all additional time spent on your custody evaluation/consultation case (e.g. time spent with collateral contacts, communicating with attorneys, compiling record) even if, your case is no longer active. These services will be billed at hourly rate of \$275. Note: Dr. Wynns' fee is \$350 per hour.

• <u>Payments</u>:

- Payment for services, other than custody evaluations or retainers, may be made by personal check, money order, cashier's check, or cash.
- Payment for custody evaluations and/or court retainers for court may be paid only by money order/cashier's check.
 - *Exception(s)*: 1. If a party needs to pay for a retainer for court less than 7 days before the court date, with limited time, credit card payments may be made with an additional 10% rush fee; 2. Final invoices may be assessed for additional fees accrued during the evaluation (e.g. additional collaterals). These amounts may be paid by credit card with a 4% convenience fee.
- A deposit of one-half (½) of the hourly estimate (the minimum estimate is 5 hours to include drive time, prep time, and court time = \$1750; \$875 to hold the date) must be paid upfront to hold the date for settlement conferences, depositions, or testimony. The balance is due 7 business days (note our business days include Sat) prior to the date for the settlement conference, deposition, or testimony. Requests for court appearances less than one week from a court date, will be subject to an additional 10% "rush" fee added to the retainer. Note: The minimum retainer for Dr. Wynns is \$2250 (\$1125 to hold)
- Health insurance does not cover the cost of divorce mediation or of evaluation done for the purposes of a custody evaluation, as insurers distinguish these from the "mental health services" that they do cover.
- <u>*Refunds:*</u> There are no refunds for any reason. Deposits or retainers paid in anticipation of services are non-refundable even if a court date, settlement conference, deposition, has been postponed or canceled. Wynns Family Psychology also does not offer refunds if you are unhappy without services.
- <u>Late Payments, Late Fees and Returned Checks</u>: Payment in full is due up front. Services will not begin until payment in full is received. Written material such as summaries will be provided to either party once payment in full is received. If one side is holding up release by non-payment, it is strongly suggested that one party pay (and seek legal avenues later for repayment by the delinquent party). If your account has not been paid for more than 60 days and arrangements for payment have not been

agreed upon, WFP reserves the right to use legal means to secure payment. This may involve hiring a collection agency or going through small claims court, which will require us to disclose information to the third-party collection agency such personal information including your name, address, phone number, services rendered, or the amount due.

- <u>Late fees</u>: If you do not pay in full on the date services are rendered, 20% of the original charge will be added *each week* you are late. If WFP does exercise its right to use a collection agency and/or file suit to collect fees past due, WFP will collect 100% for all fees WFP incurs from the collection agency, attorneys, and the court.
- <u>Returned fees</u>: There is a \$35 fee for each returned check in addition to late fees.
- <u>Cancellation Policy</u>: If a party, misses a scheduled custody appointment, cancels a scheduled appointment less than 48 hours in advanced, or is more than 15 minutes late from an appointment, they will be billed at the hourly rate of \$275 to schedule another appointment to replace the time missed. Additionally, parties will be billed at the hourly rate of \$275. Note: Dr. Wynn's fee is \$350 per hour.

CONTRACT & INFORMED CONSENT

I ______ have read and understand the contents of this document. I agree to retain Kristen Wynns, Ph.D., owner of Wynns Family Psychology, and/or one of the professionals contracting with Kristen Wynns, PhD/Wynns Family Psychology to conduct a comprehensive custody evaluation. I, the undersigned, also agree that I am responsible, either by court-order or agreement for ______% of any and all costs associated with the evaluation and my named co-parent ______ is

responsible for _____% of any and all costs with this custody evaluation.

I elect to have Kristen Wynns and/or one of the professionals contracting with Kristen Wynns, PhD/Wynns Family Psychology conduct a (*please check one or more of the following*):

- \Box Standard Custody Evaluation
- □ Standard Custody Evaluation and home visit (up to 45-minute travel from any WFP Office)
- □ Standard Custody Evaluation and home visit (more than 45-minutes travel from any WFP Office)
- □ Standard Custody Evaluation and child testing for one child (psychoeducational or developmental Evaluation).

Please read, and where indicated, place your initials beside the statements on the following to acknowledge that you have read this document and agree to abide by its terms during our professional relationship:

I authorize Kristen Wynns, PhD, PLCC, owner of Wynns Family Psychology, or one of professionals who contracts with Kristen Wynns, PhD, PLCC, to meet with me, my children, and, to talk with any collateral contacts whom I choose to sign consent forms for.

_____ ·I understand that payment of all services is due in full up front, and that services will not begin until payment in full is received.

·I understand that the full fee is charged for missed or cancelled sessions, unless I cancel 48 hours in advance, and I agree to pay the full fee.

_______ I understand that late fees of 20% of the original charge will be added monthly and I agree to pay these fees in full. Further, should a collection agency or suit be required to collect, I agree to pay 100% of all fees charged by the collection agency, attorneys, and court. Returned check fee is \$35.

I understand that WFP does not offer refunds for any reasons, including but not limited to, my dissatisfaction with any written report, outcome of legal proceeding, or recommendations provided by Kristen Wynns, PhD, PLCC owner of Wynns Family Psychology and/or a clinician who contracts with Kristen Wynns, PhD, PLCC.

If I am engaging in a unilateral parenting plan consult or evaluation of which the other parent is not participating, I understand I must receive at minimum summary recommendations written and not only verbally, and I am responsible for payment of said writing

______ I understand there are numerous limitations to confidentiality a custody consultation and/or evaluation; I have read and understand these limitations. I also understand that the WFP professional working with my family may need to consult with other professionals within WFP, and I give permission for these discussions. I understand WFP and/or the WFP professional working with my family may need to reveal details about my case to defend itself/themselves against an ethics complaint, investigation, and/or legal action.

______ · I understand any and all materials I, or others, provide for review as a part of my custody consultation or custody evaluation will not be returned to me. Therefore, I understand I should not provide my custody evaluation or other professional at Wynns Family Psychology who is providing me with custody consultation, any original materials.

• I understand any holding fees I pay in advance for settlement conference attendance, depositions, or testimony are non-refundable deposits.

I understand that if I am receiving court-ordered services, attendance at settlement conference and/or depositions and testimony may be part of the services WFP psychologists are asked to provide as part of the services; I understand that these services fall under the same court-ordered responsibility for the costs, and I agree to pay my portion of these fees in full.

Please sign and date below to indicate you have read the preceding information in full and understand the information. Please ask for clarification of any information you are unclear about.

By signing this agreement, I, the undersigned, attest to the following:

- I understand have read the above documents in its entirety and understand the terms of contractual relationship with Dr. Kristen Wynns or other independent contractor at Wynns Family Psychology.
- I agree to the all the statements, and financial terms set forth herein.
- Even if I pursued this evaluation/consultation by order of the court, I am participating in this process voluntarily and understand that may chose to revoke my consent to participate in any aspect of the process at any time. However, I understand that doing so will not absolve me of the financial or other contractual agreements contained herein, that I consent to at the time of signing.

Signed:	
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Date:

Custody Evaluation Intake Form

Name of person completing this form: Name of parents/legal guardians: Name(s) of child/children in question: Reason for custody consultation or custody evaluation (Please provide a brief description):

Referral Source: Please indicate how you were referred to Wynns Family Psychology

[] Friend/Colleague

[] Professional Referral

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n: Please fill in the fo de first last middle initi	llowing information for each parent or legal
	b get to the website? (e What k esting Chapel Hill" etc. bu find brochure)? s Carolina Parent (ren) in Question: [] Separated were previously marrie Date of Separation: [] hber of years in relation No If yes, during when: Please fill in the form

Parent's current employment status: [] Stay at home parent [] full-time employment [] part-time employment [] Business owner

Parent's legal name (please include first last middle initial):

Parent's date of birth Parent's sex at birth: Parent's identified gender: Parent's full Mailing address: Parent's phone number (home): Parent's phone number (mobile) Parent's email address: Parent's current employment status: [] Stay at home parent [] full-time employment [] part-time employment [] Business owner

Information Regarding Children from this relationship/marriage:

Number of children from this marriage or relationship:

Child's full legal name:

Child date of birth (please also provide child's age in parenthesis): Name of school or day care child attends:

Child's current grade (if summer, please indicate the phrase "rising" and intended grade)

If child is in daycare or preschool, please indicate number of days and hours child attends: Please describe the physical custody arrangement of this child currently, to include primary or shared residence between parents, visitation, regularity of visitation, etc.

Child's full legal name:

Child date of birth (please also provide child's age in parenthesis):

Name of school or day care child attends:

Child's current grade (if summer, please indicate the phrase "rising" and intended grade):

If child is in daycare or preschool, please indicate number of days and hours child attends:

Please describe the physical custody arrangement of this child currently, to include primary or shared residence between parents, visitation, regularity of visitation, etc.

Child's full legal name:

Child date of birth (please also provide child's age in parenthesis):

Name of school or day care child attends:

Child's current grade (if summer, please indicate the phrase "rising" and intended grade):

If child is in daycare or preschool, please indicate number of days and hours child attends:

Please describe the physical custody arrangement of this child currently (please include primary or shared residence between parents, visitation, regularity of visitation, etc).

Positive aspects of the current custody schedule for the children:

Negative aspects of the current custody schedule for the children:

Please answer the following questions about how you might improve the parenting plan: I think that the best parenting plan schedule would be:

I think this plan would be a good fit for my child(ren)'s developmental age because:

I think this plan would meet my child(ren)'s physical safety, emotional well-being, and social needs by:

I have the following questions or concerns regarding my child(ren) and any parenting plan:

Information about children from a current or previous marriage/relationship: Child's full legal name: Child date of birth (please also provide child's age in parenthesis): Child's place of residence: Current custody/visitation for this child: Child's full legal name: Child date of birth (please also provide child's age in parenthesis): Child's place of residence: Current custody/visitation for this child:

Child's full legal name: Child date of birth (please also provide child's age in parenthesis): Child's place of residence: Current custody/visitation for this child:

Child's full legal name: Child date of birth (please also provide child's age in parenthesis): Child's place of residence: Current custody/visitation for this child:

Attorney Information: Please fill in the following information for attorneys for both parties.

Plaintiff Parent

Attorney's name and name of law firm Attorney's email address Attorney's phone number (direct line) Law firm phone number Law firm fax

Defendant Parent

Attorney's name and name of law firm Attorney's email address Attorney's phone number (direct line) Law firm phone number Law firm fax

CONSENT TO RELEASE & EXCHANGE INFORMATION

I, ______ authorize Kristen Wynns PLLC, owner of Wynns Family Psychology, or one of the professionals contracting with Kristen Wynns, PLLC, to exchange information with the service providers, individuals, agencies or collateral contacts who may provide useful information to be considered in the completing the custody evaluation:

	Please specify the name/Address/Phone number and email address
Attorney/Law Firm:	
Attorney/Law Firm:	
School Personnel:	
Step-parent or partner:	
Other	
Other	
Other	

This authorization to exchange information will last for one year. I understand that I can revoke this authorization at any time. By signing this consent to release information, I am attesting that I read and understand the terms of this consent agreement.

Signed: