

CASE COUNSELING, PLLC
4325 Windsor Centre, Suite # 500
Flower Mound, Texas 75028

Phone # (817) 845-6365
Robincounseling@aol.com

CHILD CUSTODY EVALUATION ADVISEMENT FORM

The Court has appointed me, Robin Case, to conduct a Child Custody Evaluation pursuant to Section 107.104 of the Texas Family Code. The court order and statute sets forth several requirements for, including but not limited to, personal interviews, interviews and / or observation with the child(ren), home visits, conducting criminal history and other related background checks, obtaining information from collateral contacts or resources, and reviewing various education, medical, or mental health records that may be pertinent to the evaluation.

In order to accomplish the objectives of this Child Custody Evaluation, I am furnishing you with this Advisement Form, which consists of four pages. It briefly explains what you can expect, the interview process, confidentiality, and my fees.

THE INTERVIEWS:

I will interview all members of the immediate family household. Interviews are based upon this evaluator's discretion, but generally includes the mother, father, child(ren), or any other person (i.e., relative) that lives in the same home as the child(ren) reside(s) in. I may also need to interview other parties that I consider pertinent in order to gain an understanding of your background and concerns, your family, and current situation. To assist me in the interview process, I will ask each parent or party to this suit to complete the INTERVIEW QUESTIONNAIRE For CHILD CUSTODY EVALUATION that will ask for social history and basic background information. On my website: casecounseling.com you will find other questionnaires asking for information about the child(ren) named in this suit, parental concerns, and so forth. It is very important that you provide complete, detailed information. I refer to all the comprehensive interview questionnaires, request for documents, and applicable forms required for this evaluation as "My Interview Packet." **Please read the Interview Packet carefully and answer each question thoroughly. It is very important that you provide complete, detailed, verifiable information to the extent possible.** You will be given reasonable time to complete the Interview Packet at home. In addition, I request that you furnish certain information (i.e., your birth records, marital / divorce records, driver's license, child's birth record, medical records, education records, your medical and education records, etc.,) that will verify or support the information and answers you have provided in the Interview Packet prior to our first face-to-face visit. **Please organize the Interview Packet in the same format that you received it off my website, with labeled dividers.** Please include your signed / dated

Child Custody Evaluation Advisement Form, along with your supporting documents and records that support or verifies your answers to my questions in the interview questionnaires. I request that you read the Release of Information form, HIPAA form, and Notice of Privacy Practices; we will go over these forms during the initial office interview. Upon completion, **place everything (Questionnaires, Forms, Documents) into a Large 3-ring binder in the same format you received it. You may mail this 3-ring binder to: Robin Case, P.O. Box 699, Aubrey, Texas 76227 via certified, return signature mail, or if you prefer to hand-deliver your completed Interview Packet and documents to my office in Flower Mound, Texas, you may do so provided you schedule an appointment with me so that I know when to expect you.** I am doing business as Case Counseling, PLLC but share a counseling practice with other associates. Our combined practice is known as Flower Mound Family Counseling. My office is located at 4325 Windsor Centre Trail, Suite 500, Flower Mound, Texas 75028. When you arrive, look for the sign "Flower Mound Family Counseling". My office is located on the far right side of the building. To make an appointment, you may reach me at cell phone number (817) 845-6365.

WHAT TO EXPECT:

The initial interview will usually be with each parent (or party) separately. The interviews take place in my office in Flower Mound, Texas. The child(ren), depending upon their age, will be interviewed individually in the homes of each parent (or party). I will also interview any other family members that reside in the home with the children at each residence. I will ask you to provide the names, addresses, email addresses, and telephone numbers of three personal, non-family, references that know you and your child(ren) and have observed you and your child(ren) together as a family. I may, at my discretion, send these individuals a questionnaire, and if so, I may call one or more references in response to the answers provided in their questionnaire for additional follow-up information. Please let your references know that if they receive a questionnaire from me to please return the completed questionnaire to me within 7 to 10 days. I may also contact other sources of information such as the child's pediatrician, family therapist, daycare provider, teachers, or any other source that may be able to answer questions related to the Child Custody Evaluation. I will ask each party to sign the enclosed Release of Information and HIPAA form giving me permission to speak with one or more of these collateral resources during the initial office interview. If you have any questions about my forms, interview questionnaires, or the child custody evaluation process, I will be happy to answer them for you.

Upon completion of the evaluation, I will furnish a copy of my report to each attorney and a Notice of Completion to the Court, unless otherwise instructed by the Court. Please be advised, even though one or both parties is providing payment to me as stipulated in the court order, I am working for the Court, under court appointment, and the outcome of the Child Custody Evaluation may or may not favor your position or be something that you are in agreement with.

CONFIDENTIALITY:

The parties must agree to a modification of the traditional rules of confidentiality. Specifically, I must be able to reveal to one parent (or party) what has been said by the other parent (or party). This does not mean that all information will be automatically revealed or that certain information cannot be discussed in private. It means only that I reserve the right to share the information that is needed in order to explore important or disputed issues thoroughly. In other words, Child Custody Evaluations are not confidential documents and anything that you tell me or provide to me as a document may be disclosed to your attorney, opposing counsel, and the Court. Specifically, this can include Protected Health Information (PHI) for you and the children as well as any other information that was obtained or used in the Child Custody Evaluation if it is requested by one or more attorneys of record, the Court, or to a party who represent themselves.

Each party will be asked to sign a Release of Information and HIPAA Privacy Authorization Form that will allow me to obtain records and speak to other professionals that have been involved with you or your family. This would for example, at my discretion, include speaking to medical doctors or representatives of hospitals, counselors, therapists, teachers, daycare providers, schools, and other agencies.

Please be advised, **you do not have my permission** to openly record, secretly record, or video tape my interviews or conversations with you or your child(ren) in my office, in your residence, or while speaking with me over the telephone. By signing this Agreement, you are agreeing to this stipulation.

All parties agree and understand this Child Custody Evaluation report will be provided to both attorney's. Furthermore, the parties agree and understand the report and any documentation provided to me could be made available or disclosed to the Court and to both attorney's, if requested.

FEES:

The cost of this evaluation is based upon an hourly rate of \$100 per hour. Upon completion of the evaluation, I will furnish each party a billing statement itemizing my time and a brief description of the work performed. Generally, it takes me between 70 and 96 hours to complete a Child Custody Evaluation. However, the amount of time it takes to complete the evaluation depends on the complexity of the case, the number of disputed issues that must be investigated to address the Court's specific questions, and to recommend a parenting plan that is in the child(ren)'s best interest. Each party agrees to pay a retainer of \$3,500 on or before the initial office visit in order for me to begin the evaluation, and the remaining balance shall be paid upon completion of the Child Custody Evaluation. If only one party is responsible for paying 100% of the Child Custody Evaluation, this party agrees to pay an initial retainer of \$7,000 with the remaining balance due upon completion. The parties understand and agree the Child Custody

Evaluation will not be disclosed to your attorney's or the parties until the total fee for services is paid in full. My hourly fee includes everything except:

- Fees for depositions or court appearances. If you or your attorney request that I appear for a court appearance or deposition appearance, I require a subpoena and I charge a flat fee of \$2,500 per day. This fee applies to each day I am required to appear in court or deposition. I *must have* 10 days notice prior to the scheduled hearing date in order for me to timely notify my private practice clients (that already have scheduled office appointments with me) that I must cancel their appointment and reschedule them for another day. The flat fee must also be paid 10 days prior to the court appearance or deposition. Please be advised, this flat fee is **non-refundable** if the court or deposition hearing is cancelled for any reason (other than inclement weather causing icy road conditions) 48-hours before the scheduled hearing date. *You acknowledge and agree by signing this document that failure to provide proper notice and the fee as specified constitutes a release from my requested appearance in court or deposition.* Please allow your attorney to read this stipulated agreement before signing it and agreeing to proceed with the Child Custody Evaluation.
- You further agree to pay my attorney's hourly rate to appear in court or deposition to represent my interests, in the event I ask my attorney to be present or my attorney deems it necessary. Please notify your attorney of this stipulated agreement.
- For evaluations requiring airline or overnight travel, you understand by signing this agreement you will be responsible for paying an additional travel retainer fee that is separate and apart from the normal fee outlined under "Fees". I charge an hourly rate of \$200 per hour for *my time while in travel status*, and a separate fee to cover my full travel expenses including airfare, hotel room, and rental vehicle with gasoline reimbursement, or other ground transportation expenses. Gas reimbursement is estimated using a Government mileage rate of .57 cents per mile, and food expenses are based on actual expenses, but will not exceed \$180 per day. A travel retainer will be calculated based upon expected travel time and expenses, and it is due before any travel arrangements will be made.
- If copies of records and notes are requested, the party requesting the records will be billed for copying expenses, postage, and other administrative tasks based upon the most current State-By-State Guide of Medical Record Copying Fees Guide. The current Guide is dated 8/2/2023. For Texas: Pages 1 - 10 = \$52.12 flat fee; Pages 11 - 60 = \$1.76 per page; Pages 61 - 400 = \$0.86 per page and Pages 401 + = \$0.47 per page.

AGREEMENT

I, the undersigned, have been encouraged by Robin Case, LCSW-S, LMFT, to consult with my attorney before signing this Agreement. I agree, upon the advice of my attorney, that I have read the Child Custody Evaluation Advisement Form, understand the Agreement in its entirety, and **agree to proceed with the evaluation** that was ordered by the Court. I am attaching \$3,500 (or

\$7,000 if responsible for both parties) as my initial retainer fee in order for Robin Case to begin the Child Custody Evaluation. Once both parties have paid their portion of the retainer, this evaluator will begin conducting the evaluation. I agree the remaining balance will be paid upon completion of the evaluation, and I further understand and agree Robin Case, the evaluator, will not disclose the Child Custody Evaluation report to the attorneys or the parties until the total balance is paid in full.

SIGNED _____

DATED _____

Revised 08/06/2025