

Co-Parenting Facilitation

Co-Parenting Facilitator Assignment:

Your case has been assigned to Benjamin J. Albritton, Psy.D.

Co-Parenting Facilitator Responsibilities:

Co-Parenting Facilitation is short-term solution-based coaching that finds solutions to the practical problems of co-parenting.

1. The Co-Parenting Facilitator works as a neutral and objective party to assist both parents in resolving conflict in the best interest of their child(ren).
2. The Co-Parenting Facilitator Coaches, Arbitrates, and Educates as needed.
3. The Co-Parenting Facilitator may be called upon as necessary to assist the family with any new conflicts until the child(ren) is(are) 18 years old.
4. A Co-Parenting Facilitator may also recommend resources, evaluations and therapeutic and/or supervised visitation as he/she finds that action in the best interests of the child(ren).
5. The Co-Parenting Facilitator may communicate with any professional including the parents' attorneys.
6. The Co-Parenting Facilitator has the ability to refer to others sources and evaluations if needed.

Co-Parenting Facilitation Meetings:

1. The Co-Parenting Facilitation process begins with a minimum of one individual meeting for each adult and one for the child(ren).
2. After the individual meetings are completed, the parents will begin to meet jointly. These joint meetings are usually held until the parents and the Co-Parenting Facilitator agree that the process is complete.
3. In order to be in compliance with the court, a minimum of two appointments must be attended in a month.
4. While the child(ren) is(are) under age 18 years, parents may return for appointments as they encounter further conflict as the child grows up.
5. The Co-Parenting Facilitator will schedule joint and individual meetings based on the unique needs of the families.
6. Extended family may be asked by the Facilitator to attend any joint meetings if their attendance in the opinion of the Facilitator will help to resolve conflict in the case.

Communication:

Communication is first and foremost face-to-face. Telephone consultations and individual meetings will be made at the discretion of the Facilitator. Email is only used for short responses, scheduling purposes, or as otherwise indicated in the agreement documents.

Confidentiality:

**Co-Parenting Facilitation is NOT therapy and it is NOT a confidential process.
The taping of meetings is not allowed unless specifically agreed to by all parties.**

Initial _____

Litigation:

If the Co-Parenting Facilitator is to receive a subpoena then the lawyer or office staff will need to call the office and set up a time for the subpoena to be served during office hours. We request a minimum of 72 hours notice of any court appearance so that schedule changes for our clients can be made with a reasonable time frame. If records are subpoenaed, a minimum of 7 working days notice is required to produce the records.

Please note: if a subpoena is received without a minimum of 48 hour notice there will be an additional \$250 express charge.

When it comes to court action, the following fees are in effect and shall be paid by the parent making the request. Example: A parent has a subpoena issued for the testimony of the Co-Parenting Facilitator.

1. Preparation Time: \$300 per hour (billable in 15 minute increments)
2. Phone Calls: \$300 per hour (billable in 15 minute increments)
3. Depositions: \$300 per hour
4. Time Required in Giving Testimony: \$300 per hour
5. Mileage: .34 per mile
6. Time away from office Due to Depositions or Testimony: \$300 per hour
7. All attorney fees and costs that are incurred by the Co-Parenting Facilitator as a result of the legal action.
8. Filing document with the court: \$50
9. The minimum charge for a court appearance is \$2000

A retainer of \$1500 is due at least 48 business hours before each scheduled court appearance. The remainder of the costs will be billed after the court appearance and will be due upon receipt.

If the Co-Parenting Facilitator is subpoenaed and the case is reset with less than 72 hours notice prior to the beginning of the day of the scheduled subpoena and or testimony is not given then the client will be charged \$500.

If a parent subpoenas the Co-Parenting Facilitator the sessions will continue with the parents as planned with the assigned Co-Parenting Facilitator.

Reports:

If requested by the court, periodic status reports may be submitted to the court. In addition, the Co-Parenting Facilitator may choose to send a status report when significant events have occurred in the case, or in the case of non-compliance. Copies of all reports will be sent to the court and each of the parents' attorneys unless court documents direct otherwise. Parents are

required to pay for all fees for written memos including the fees for the final report prior to the conclusion of the program.

Complaints:

If a parent has a complaint about their Facilitator, he or she is dissatisfied with the performance of the Co-Parenting Facilitator, he or she is encouraged to work to resolve their differences with that Facilitator. The following steps are to be taken in dealing with complaints.

Step 1: The parent will request an individual session with the Facilitator in an attempt to work through the difficulties.

Step 2: The parent will put their complaint into a written summary of one page or less and submit it to the Benjamin Albritton, Psy.D.

Step 3: The Program Director will hold a consultation meeting with the complainant and the Facilitator to resolve the issues. This meeting will be held at the complainant's cost.

Step 4: The parent may request that the court appoint another Facilitator.

Conclusion:

The Co-Parenting Facilitation process maybe concluded in the following three ways:

1. The process is successful and the participants agree that further meetings are not needed.
2. In the opinion of the Facilitator, the process is not working due to non-compliance by one or both of the parents.
3. The Facilitator withdraws because of concerns for the safety of any participant.

Program Costs:

A retainer of \$2000 is required from each participant to initiate the process of Co-Parenting Facilitation. A minimum of \$1000 of the retainer is required to be kept on balance at all times. At the conclusion of the joint sessions and after all paper work has been submitted, the remainder of the retainer will be reimbursed to the parties.

Subsequent payments are made with either cash or check and are due at the beginning of each session. Checks are made out to Benjamin J. Albritton. If payment is not made, the session will be rescheduled. Payment for the canceled visit will be paid by the parent or parents in non-compliance and will be for the entire session fee. Parents will be provided with an itemized copy of their bill each session. If a \$1000 balance is not maintained, the party will be suspended from joint sessions until the balance is paid and the judge will be notified by memo of non-compliance and Benjamin Albritton, Psy.D. will seek payment enforcement by the court. Please note: any legal fees incurred by Benjamin Albritton, Psy.D. due to notifying the court and payment enforcement issues will be added to the unpaid balance of the party.

Except in the case of emergency, appointments must be cancelled a minimum of 24 hours in advance of the scheduled meeting. It is the canceling party's responsibility to reschedule meetings that have been cancelled. If an appointment is cancelled within 24 hours of the scheduled visit, the entire appointment fee will be charged to the canceling party.

Each Parent's Fee Schedule Includes:

- \$300 Individual Co-Parenting Facilitation Meeting (60 minutes)
- \$225* Per parent for each Joint Co-Parenting Facilitation Meeting (90 minutes)
- \$150* Per parent for each Joint Co-Parenting Facilitation Meeting (60 minutes)
- \$150* Per parent for a 60 minute appointment with the child.
- \$150* Co-Parenting Facilitation Family Appointment (60 minutes)
- \$150* Co-Parenting Facilitation Family Appointment (60 minutes)
- \$75 Per quarter hour: Telephone Consultations with parent/guardian or professionals during business hours. Scheduling calls will not be charged.
- \$75 Per quarter hour for phone consults after business hours. These are discouraged as discussed previously. Business hours are defined as M-F 9:00-5:00.
- \$75 Per quarter hour: Review of case materials and preparation of written memos and reports.
- \$20 Returned check fee. Doubles with each additional item.

* unless the Co-Parenting Facilitator is provided with a certified copy of the divorce decree or order that states otherwise. If the judge's order to participate in the program stipulates that only one parent be financially responsible and the co-parent cancels without 24 hour notice, the canceling parent is responsible for that charge. If one parent insists that the Co-Parenting Facilitator read extensive reports and the Co-Parenting Facilitator agrees to do so, this parent alone will pay for the time involved.

The above items were covered with _____
Client Signature

on _____
Date

Parent Facilitator