

Letter of Agreement

Fees for Court-Related Services

Phone consultations with attorneys, judges, family court counselors, SRS workers, etc.: \$125 per hour (quarter hour minimum charge.)

Reports for Court, attorneys, probation, SRS, (other than attendance letters) etc.: \$125 per hour (quarter hour minimum).

Court Deposition or Appearance: \$125 per hour for time spent in route and on-site: 1 hour minimum charge to be paid in advance.

Additional Out of town Charges: Reimbursement of actual out-of pocket travel expenses to include mileage and/or transportation costs, tolls, parking fees, meals, and lodging using receipts to document such charges.

Copies of Client File: \$.50 per copy for each page, to be paid prior to or upon receipt of copies.

Other Requirements:

Authorization: Authorization must be signed allowing any staff of Community Counseling Services to openly communicate with parties related to any court case. For the safety and professionalism of the counseling process, no exceptions will be given.

Subpoena: A subpoena must be issued before any staff of Community Counseling Services can make a court appearance, give a deposition, or deliver records. The party issuing the subpoena will be financially responsible for all related fees (see above.)

Payment of fees: All fees for records, court and deposition appearances must be paid in advance or at the time the service is rendered. (see above).

Client Signature (parent if client under 18)

Name of Person Signing

Client Name on Records

Relationship to Client