***JoAnne S. Feigin, LCSW # 9004***

*Phone and fax: (310) 376-2047 Email:* *JFeigin@JoAnneFeigin.com*

**Mail:****Office:**

*P.O. Box 1765 2512 Artesia Blvd, Suite 305C*

*Manhattan Beach, CA 90267-1765 Redondo Beach, CA 90278*

PARENTING PLAN CHILD CUSTODY EVALUATION PROCEDURES

Dear Family Law Attorney:

This letter contains information about my general procedures for a Parenting Plan Child Custody Evaluation. Please see the checklist below.

1. Please check my availability before stipulating to my conducting the evaluation.
2. CONTACT INFORMATION: Please provide contact information for both parties and their counsel, including names, addresses, phone and fax numbers and email addresses.
3. Please provide the case information, including the case name and number, and the court department.
4. STIPULATION: Please complete the Stipulation for Parenting Plan Child Custody Evaluation, available on my website: JoanneFeigin.com/forms or by calling my office. It needs to be signed by both parents and any counsel. It may be signed in counterpart, and sent to my mailing address above, or scanned and sent by email. There is also a copy of the Stipulation for your clients, which is contained in the Parent Questionnaire Packet.
5. FEES: A $3,000 deposit is required prior to my starting the evaluation.  The Court, counsel or the parties have to decide how the costs of the evaluation are to be shared.  For a comprehensive evaluation, section 8 of the stipulation has spaces to write in how the deposit and remaining fees are to be allocated.  For a brief evaluation, section 8 of the stipulation has spaces to write in the flat rate cost and the allocation of costs.  The deposit will be applied to the final month’s cost of preparing the report.  I bill the client(s) responsible for the costs for time spent interviewing, corresponding, etc.  Payment is due within 10 days of receipt of a bill.  Delinquent payments may cause delays in completing the report.
6. Before I will schedule appointments, the Parenting Plan Child Custody Questionnaire and Release(s) of Information need to be completed by the clients and returned to my mailing address above or scanned and sent by email. The Detailed Child Custody Questionnaire needs to be completed by the clients and can be sent by mail or email. The packet is available on my website or by calling my office.
7. DOCUMENTS: It is helpful for me to have copies of any custody orders and relevant pleadings. These may be provided by the clients or their counsel. The clients and their counsel are responsible for providing the other party with copies of any written documentation that they give to me.
8. SECURITY ISSUES: If there are restraining orders or security issues, please advise me so that I may modify my procedures accordingly.
9. APPOINTMENTS: When I have received the signed stipulations and deposit(s), I will schedule appointments directly with your clients.
10. COMMUNICATION WITH ATTORNEYS: Prior to or during an evaluation, any discussion of the case with counsel needs to be via conference call. Any unilateral discussions I have with counsel prior to or during an evaluation will be restricted to non-substantive, procedural matters, such as general paperwork or fee requirements.
11. RELEASE OF REPORT: The report will be simultaneously sent to the Court, and both counsel, or to any party in pro per.
12. TIME FRAME TO COMPLETE THE REPORT: In general, the report is released within 12 - 16 weeks of receiving the required stipulations and deposit(s). Where matters are urgent, please contact my office to check my availability for a quicker timeframe. Please advise me of the court dates.
13. TESTIMONY: If you wish me to testify at court or in a deposition, please call my office to check the date(s) for availability. You may send a subpoena with the applicable payment to my mailing address, or by email with a Notice and Acknowledgement of Receipt, which will be promptly signed and returned. Payment may be sent via Zelle to jfeigin@joannefeigin.com
14. RECORDS: If you wish to subpoena my records after I have completed the evaluation, please send a subpoena, indicating that you just want the records, along with the applicable $600 deposit to my mailing address with a Notice and Acknowledgement of Receipt. If there are any additional copying costs, I will contact your office to advise you of the charges per the stipulation.
15. For a Brief Evaluation please email or conference call to discuss the scope of the evaluation and fees prior to initiating the evaluation.

If there are any further questions, please call.

Yours truly,

JoAnne S. Feigin, L.C.S.W.

CHECKLIST FOR STARTING A 730/CHILD CUSTODY EVALUATION:

1. CONTACT INFORMATION FOR BOTH PARTIES AND COUNSEL PROVIDED
2. FULL CASE NAME, NUMBER AND COURT DEPARTMENT
3. STIPULATION SIGNED BY BOTH PARTIES AND COUNSEL
4. DEPOSIT(S) PAID
5. PARENT QUESTIONNAIRE PACKET COMPLETED BY CLIENTS