



BEEHIVE
FAMILY SERVICES

Barbara Ramos-Cryer
Licensed Clinical Social Worker

CHILD CUSTODY/PARENT TIME EVALUATION PROCEDURES AND COSTS AGREEMENT

PROCEDURES

Before the Evaluation Begins

1. Parties should **complete and submit initial paperwork**. The paperwork consists of four (4) forms that will be provided by Beehive Family Services via email for you to print, or you may let us know if you would like to have the forms mailed to you. The four forms are this one, the Child Custody Evaluation Intake Form, the Statement of Understanding, and the Use of Email and Texting form. Completed forms may be scanned and emailed to Beehive Family Services at admin@beehivefamilyservices.com or mailed to Beehive Family Services LLC, 870 E 9400 S, Suite 102, Sandy UT 84094.

A non-refundable deposit, or retainer, of \$3,000 should be paid to Beehive Family Services at the address above or can be paid via phone. It is to be paid based on the percentages cited in the custody evaluation order. For example, if each party is ordered to pay 50% of the cost of the evaluation, then each would send a retainer fee of \$1,500. If payment is made via credit or debit card there will be a 4% processing fee added.

2. When the initial paperwork and \$3,000 deposit are received, we will quote the basic fee for the evaluation, and your evaluation will be placed “in line” to begin. At this time Ms. Ramos-Cryer will provide an estimate of the time by which the evaluation should begin.

When the Evaluation Begins

3. **Attorneys are asked to submit relevant documents filed with the Court to date.**

Please do not submit “all” documents filed with the Court, which could number in the dozens, if not hundreds, with notices, etc. It will not be possible for us to review these for relevancy. Please select and submit those documents you deem relevant. If submitted electronically, please label files by date so they appear in chronological order. Review of supporting documentation that takes more than two hours to review is billed at \$150 per hour. Thank you for your help with this.

4. **Parties and attorneys may wish to submit other material** including such items as emails, text messages, screenshots from social media sites, audio and video recordings, photos, logs, journals, calendars, reports, records, etc. **Please submit these materials in a binder divided by type of**

material. Material in each section should appear in order by date. The binder can be given to Ms. Ramos-Cryer by the parties during one of their meetings with her. Thank you for your help with this.

5. When the evaluation is nearly finished, Ms. Ramos-Cryer will notify the court and attorneys. A Rule 4-903 conference will be scheduled where Ms. Ramos-Cryer's findings and recommendations will be orally shared with parties and attorneys, followed by mediation.

If both parties agree, instead of your custody evaluator's oral presentation at a Rule 4-903 conference, your custody evaluator will prepare and submit a written report. If this option is selected, the cost of a written report would be \$150 per hour. The time could exceed 20 hours. However, the amounts paid in advance for preparation for the Rule 4-903 conference and your custody evaluator's retainer for appearance at the conference would be applied to the cost of the written report. Also, parties would share the cost of the report based on percentages stated in orders.

PAYMENT METHODS

You may mail a cashier's check made out to **Beehive Family Services, LLC 870 E 9400 S, Suite 102, Sandy UT 84094**. Personal checks will not be accepted.

If you wish to pay by credit card, there will be a 4% processing fee added. Let your custody evaluator know and she will arrange to receive your credit card information over the phone.

FEES

There are three types of fees, a non-refundable \$3,000 retainer/deposit, the basic fees, and additional costs.

Non-refundable deposit, or retainer, of \$3,000

Retainer fee covers the cost of the following: 2 (two) appointments for each parent (4 hours total), one (one) in-office observation for each parent (2 hours total), and 1 (one) at-home visit for each parent (2 hours total), as well as the evaluator's transportation time in Utah or Salt Lake Counties, up to two hours of document review, one hour of team consultation, two hours of references phone interviews. It also allows for two full days of preparation time prior to the Settlement Conference. This fee provides for the evaluator's attendance at the Settlement Conference for up to 3 hours; additional Settlement Conference time will be billed at \$150 an hour.

The fee does not cover the preparation of a written Settlement Conference Report.

Basic Fees

Basic fees, in addition to the deposit/retainer are determined by the number of persons to be examined. This is to be paid based on the percentages stated in the order. See the schedule on the following page.

Basic Fees Schedule

each stepparent or partner residing with a parent	\$500
each child under five (5) years who is the subject of the evaluation	\$250
each child age five years and older who is the subject of the evaluation	\$500
each adult and child living in or frequenting the residences who is not the subject of the evaluation (assuming a more in-depth evaluation is not needed)	\$500

Additional Costs

There will be additional charges for the activities listed below. Unless otherwise stated, these will be billed to parties based on the same percentages cited in the custody evaluation order.

Additional appointments that occur by request or because a party is not cooperating in the interview process are billed at \$150 an hour.

Review of supporting documentation that takes more than two hours to review is billed at \$150 per hour.

In the event a more extensive trial-ready written report is requested, a \$3,000 base fee will be required to begin the production of this report. If a written report is not needed after its inception, a prorated amount determined by the evaluator is refundable. The evaluation and trial-ready report base fee does not include: update interviews, review of audio- or videotaped material, cost of consultation with attorneys, time spent in subsequent depositions or court appearances, testing that is referred to outside professionals, home visits occurring outside of Salt Lake or Utah Counties, attendance at the Rule 4-903 settlement conference over three hours, and significant document reproduction cost or file reviews associated with response to subpoenas. If needed for your case, these will be billed at the rates outlined here:

If you and your attorney choose, a deposition can be done instead of a trial ready report. If this option is chosen, a \$2,000 retainer will be required to begin preparation and study for the deposition, and to cover the cost of the evaluator’s time in deposition. Depending on the case and the length of the deposition, this retainer may not cover the entire costs involved, in which case the additional time will be charged at \$150 an hour.

An hourly fee is referenced, the fee will be rounded up to the nearest quarter hour. Itemized billing statements will be submitted to parties for additional costs as activity is planned or occurs. Payment is expected upon receipt of the statement. Work on the evaluation will stop if there is a balance due on the account that is not paid within two weeks.

If you prefer to receive billing statements by postal mail you are asked to notify us of this preference in writing. Otherwise, billing statements will be sent to you using the email address you provide.

Interviews of Collateral Witnesses

The basic fee covers the cost of interviewing by phone two collateral witnesses (people not in the basic fees schedule) per party. The fee for interviewing more than two witnesses per party will be billed at the rate of \$150 per hour. Your custody evaluator ordinarily will interview all or most witnesses whose names and consent forms are submitted by parties. However, he or she may choose not to interview all persons whose names are submitted.

Conversations/consultations with other providers

Ms. Ramos-Cryer may occasionally find it useful and beneficial to consult with other professionals in the field for purposes of case consultation. These other professionals are legally bound to keep any information provided to them confidential. During these consultations, however, Ms. Ramos-Cryer will not reveal the identities of the clients involved. These types of consultations will be noted in the evaluation file. With the understanding that Ms. Ramos-Cryer will not reveal my identity without express authorization to do so, I consent to such consultation by her

Mandated Reporter

Ms. Ramos-Cryer is considered by state law to be a mandated reporter. She is therefore obligated to report to the proper authorities any evidence of physical or sexual abuse or neglect of minors, elders, or vulnerable adults; or any direct threat to harm oneself or another person

Recording of Communication

By signing this agreement, it is understood and agreed that recordings of sessions and phone conversations with Ms. Ramos-Cryer is prohibited. This includes all manner of audio or video recording made to any analog or digital medium. Ms. Ramos-Cryer may record conversations with adults involved in the case for record keeping.

Communication

All parties are to exclusively communicate with office assistance for scheduling purposes. Ms. Ramos-Cryer will not communicate with one attorney without the other attorney being present on the call or email.

Testing and Records Requests

When deemed necessary by your evaluator, the evaluation will also include, but may not be limited to:

- psycho-educational evaluation of children, including such testing as cognitive and achievement testing (paid directly to the evaluating professional by each party based on the percentages cited in the custody evaluation order).
- psychological testing of adult parties (paid directly to the evaluating professional by each party based on the percentages cited in the custody evaluation order).
- drug/alcohol testing (paid by each party at the time of the tests), and

- requests for criminal history reports (paid by each party at the time they request records).

Travel Costs

Travel outside of Utah and Salt Lake Counties will be billed at \$150 per hour from the time the evaluator leaves the office until his or her return. Actual lodging, meal and transportation expenses will also be billed to the case; round trip mileage (again, outside of Utah and Salt Lake Counties) will be charged at the federal reimbursement rate of 65.5 cents per mile.

Failed Appointments or Late Cancellations

If you fail to cancel your appointment at least five (5) calendar days in advance, there will be a cancellation charge of \$150 for the time reserved. If you are late for an appointment, such that additional time is required to complete your interviews on that day or another day, there will be charges for the additional time required at the rate of \$150 an hour, rounded up to the nearest quarter hour.

Fees for Appearances

The minimum fee for your custody evaluator's time to appear at depositions, trial and for any subpoenaed appearances is \$450, which covers up to 3 hours. Additional time will be billed at \$150 per hour rounded forward to the nearest quarter hour. This applies whether your custody evaluator is participating, waiting to participate, or taking a break, including lunch breaks. The minimum fee of \$450 must be paid in advance. The fee for time beyond 3 hours is due on the day your custody evaluator. If an appearance is not canceled at least five calendar days in advance, the minimum fee will not be refunded.

The fee for your custody evaluator's appearance at the Rule 4-903 conference is covered in the basic fee, which is paid in advance based on the percentages cited in the custody evaluation order. Any fees for additional time and costs, such as travel, will be billed to parties based on the same percentages. However if your custody evaluator's appearance is subpoenaed, e.g., for deposition or trial, the party issuing the subpoena is responsible for 100% of associated fees and expenses.

Requests for Records

Your custody evaluator will not release collected documentation, recording, case notes, testing results or any other evidence, which consists of confidential information about adults and minor children, to a copy service. Your custody evaluator personally oversees the copying. Since your custody evaluator may object to the release of certain records including records that are protected from release by law, or records we believe should be protected such as notes from children's interviews, records must be reviewed by him or her personally to determine if an objection is necessary.

When copies of records related to your custody evaluation are subpoenaed, it will be the responsibility of the party issuing the subpoena to pay 100% of all associated fees and expenses. Costs include the actual cost of copying and shipping records. Costs also include a rate of \$250 per hour for time spent by your custody evaluator organizing records and overseeing the copying personally.

A copying retainer of \$1,000 must be received by Beehive Family Services before copying of records will begin. If it is clear more hours will be needed, requests for additional fees and costs will be made before

copying commences. Once records are copied, they will not be released or shipped until all associated costs are paid in full.

If there has been a request for a written report at approximately the same time as a request for records, the request for a written report will take precedence in terms of how your custody evaluator will prioritize his or her time.

Costs for Responding to Actions You Initiate

Parties will be responsible for 100% of all costs associated with your custody evaluator's receipt of and responses to communications they or their attorneys initiate, including those that occur after the evaluation has been completed. Such communications include, but are not limited to, emails, calls, texts, serving your custody evaluator with subpoenas; filing documents with the Court in which any aspect of your custody evaluator's work is at issue; sending any form of correspondence aimed at arguing procedures, including billing procedures, already agreed to in this or other agreements; lodging a licensing/ethics board complaint against your custody evaluator; initiating litigation in which your custody evaluator's work or that of Beehive Family Services is at issue.

Associated costs include, but are not limited to, time spent by your custody evaluator receiving and reading documents served or sent to him or her; reviewing associated records in order to respond; preparing responses; meeting with attorneys retained to advise or represent your custody evaluator or Beehive Family Services, and assisting those attorneys with their work; time spent in travel in order to respond or appear. All such activity will be billed at \$200 per hour. The actual cost of time and expenses associated with travel and the actual cost of fees charged by others retained to assist, advise, or represent your custody evaluator or Beehive Family Services are included in the amounts for which you will be responsible.

REFUNDS

All fees paid to Beehive Family Services, LLC - Barbara Ramos-Cryer, LCSW are not refundable.

ORAL VERSUS WRITTEN REPORT OF FINDINGS AND RECOMMENDATIONS

Oral Report

The typical procedure is that a Rule 4-903 conference is scheduled and attended by the parties, attorneys, custody evaluator, and a mediator who is arranged for by the attorneys. Your custody evaluator gives an oral presentation of his or her findings and recommendations, but a written report is not provided. The cost of your custody evaluator's preparation for this conference and the retainer for him to appear are covered in the basic fee, which is paid in advance. There would be additional fees if he or she needed more than 3 hours.

Beehive Family Services prefers not to provide advance notice of your custody evaluator's findings and recommendations to attorneys/parties prior to the conference. We also prefer not to participate in the Rule 4-903 conference if the presence of a mediator is not assured. Attorneys/parties are hereby asked if they can cooperate with these preferences. If not, they are asked to state their preference before the evaluation commences.

Written Report

A written report can be requested by either party but is typically not requested unless there has been a Rule 4-903 conference with a mediator and a trial is anticipated because the parties did not settle. When a report is requested, the cost to prepare and produce it is \$150 per hour. The amount of time required can exceed 20 hours. A \$3,000 written report retainer must be received by Ms. Ramos-Cryer before work on the report will begin. The party requesting a written report is responsible for 100% of the cost. Should the time required to prepare for and produce the full written report not amount to \$3,000 the balance will be refunded to the party who paid the written report retainer. Charges in excess of \$3,000 will be billed to the party requesting the full written report. This is the procedure which will be followed unless parties agree otherwise.

UNINTENDED INEQUITIES IN HOW FEES ARE CHARGED

It is understood one party may necessitate more work and generate more charges than the other. For example, one party may live alone with the children, while the other party and the children may reside with other adults and children, resulting in a high basic fee. One party may be responsible for a higher percentage of the documents filed with the Court that must be reviewed. One party may submit more other material to be reviewed. One party may fail to show up for, or fail to cancel in a timely manner, their appointment, resulting in charges for the time reserved. One party may be responsible for exhausting the non-refundable deposit. One party may reside far enough away that travel expenses and travel time are generated in order to conduct a home visit and interviews.

Unless otherwise ordered or agreed, all charges will be billed to the parties based only on the manner in which costs are to be shared as cited in the order for the evaluation, with these exceptions.

1. If Ms. Ramos-Cryer's records are subpoenaed, the party issuing the subpoena will be responsible for 100% of associated fees and expenses, including the cost of preparing an additional set or sets for other attorney/s.
2. If Ms. Ramos-Cryer's appearance, e.g., at a deposition or trial, is subpoenaed, the party issuing the subpoena will be responsible for 100% of associated fees and expenses.
3. Parties may agree in advance that a written report of findings and recommendations will be prepared at the time the evaluation is completed, in lieu of Ms. Ramos-Cryer's presentation at a Rule 4-903 conference. In this case the cost might be shared based on percentages cited in the order. If parties do not so agree and Ms. Ramos-Cryer gives an oral report at the Rule 4-903 conference, the party making a subsequent request for a written report will be responsible for 100% of the cost.
4. The party initiating actions described on page 5/6 will be responsible for 100% of Ms. Ramos-Cryer's associated fees and expenses.

Please sign on the following page.

SIGNATURE

Please place your initials at the bottom of each page of this document and submit all nine (9) pages of this document to Ms. Ramos-Cryer. Your signature below certifies you agree to permit a copy of this authorization to be used in place of the original.

Your signature below certifies you have read and understood to your satisfaction the information contained in this document. You agree to the procedures, costs, terms, and conditions presented in this document.

It is understood attorneys are not personally financially responsible to Ms. Ramos-Cryer for any fees or expenses.

Your printed name

Attorney's printed name

Your signature

Attorney's signature

Date

Date

Client Initial _____

Attorney Initial _____