



Parenting Coordination Advisement Form

Cause Number: _____

Children's Names: _____

I, the undersigned client, understand that I have agreed to or the court has ordered my participation in parenting coordination in regards to litigation pertaining to the above-named children. I understand that the appointed parenting coordinator Bradley S. Craig, LMSW-IPR, CFLE is serving as an extension of the court. I further understand that the parenting coordinator has full discretion regarding program implementation as outlined in this document.

Parenting coordination services offered by Bradley Craig focus on reducing parental conflict in order to enhance the children's emotional functioning and facilitate shared parenting.

Parenting coordination services offered by Bradley Craig focus on reducing parental conflict in order to enhance the children's emotional functioning and facilitate shared parenting. I understand Mr. Craig's parenting coordination process uses an education based model utilizing Bradley S. Craig, LMSW-IPR, CFLE serving as the parenting coordinator and at times a communication coach may be involved. Other staff or contractors may be involved in the parenting facilitation services and are considered part of the parenting facilitation process.

A parenting coordinator is a neutral person to whom parents can turn when in dispute on matters relating to the children. The parenting coordinator will examine a case and follow the orders of the court to assist the parents in compliance with the orders. The parenting coordinator may also assist the parents in enhancing their coparenting relationship. The parenting coordinator may contract with other professionals, such as a coach, who will attend sessions with the parents and provide additional support. The communication coach monitors communications, assists during meetings, implements and reviews homework, may lead meetings, and may manage cases when the parenting coordinator is not available.

Parenting coordination is an attempt to coordinate and implement a co-parenting plan that addresses current and future issues related to raising children between two homes. The role of the parenting coordinator is to help parents reach successful resolution of disagreements regarding parenting issues themselves. If authorized to do so by court order, the parenting coordinator may also make recommendations for the parents in the event the parents are unable to agree on solutions. Parenting coordination does not involve adult's property, finances, or other issues that do not directly involve co-parenting.

Mr. Craig's process involves the parents meeting together with Mr. Craig.

Intake

In order to begin services with families, the following must be on file for each adult:

- a fully completed data form including fax or e-mail addresses for professionals
- a fully completed intake form
- a copy of the court order
- a general consent form
- attorney release form with all attorneys of record listed
- mental health professional release form
- medical release form
- a non-modified signed copy of this advisement form with my initials on each page
- a \$600.00 retainer

Assuming the Parenting Coordinator agrees to accept the referral, additional information may be required depending on the order of the Court.

After a case has been accepted for services parents or their lawyers must then provide any pertinent reports in electronic format via fax or e-mail. These may include additional intake information, affidavit material, records regarding either parent, records regarding the children, correspondence, reports, prior assessments, etc. These may be reviewed by the Parenting Coordinator prior to setting meetings and charged to the parties.

Meetings

Most, if not all, meetings will be held with both parents. Depending on the specific role established in the order of the court, the Parenting Coordinator may have joint sessions with the parents, individual sessions with one or both of the parents, sessions involving other relevant family members, meetings with the children, consultation with other family service providers, and home visits as necessary. Generally, these meetings occur weekly during the initial period of services.

Unless prohibited by the court order, the Parenting Coordinator is authorized to interview the child(ren) privately in order to ascertain the child's needs as to the issues. In conducting such an interview, the Parenting Coordinator will not encourage or facilitate the child choosing between the parents, but may encourage the child to understand they live in two homes.

During meetings with the parents or other relatives the parenting coordinator may provide education about coparenting, communication, and child development. The parenting coordinator may provide training for the parents on how to better communicate with each other and their children, and may refer the parents to other professionals for additional services. No electronic/tape recordings will be made during meetings with the parenting coordinator without the consent of all parties. After each meeting a session summary is provided to the parents generally within one to two business weekdays after the session. Parents are to review the session summary and, if any corrections are needed, respond to the parenting coordinator at no cost within 48 hours of receipt if changes need to be made or the summary stands as the coparenting plan of action. Parents are encouraged to submit each summary to their attorney.

Between live sessions the parenting coordinator and/or communication coach review communications between the parents through ourfamilywizard.com at no cost. Parents are charged for online sessions of the parenting coordinator and communication coach responding to a parent or both parents when they do not follow the [guidelines for e-mail communication](#) or [rules for co-parenting](#), or in rendering other services as set forth in the parenting facilitation order.

Between sessions parents may be expected to complete homework. Homework is then reviewed by the parenting coordinator and/or communication coach for follow up.

Telephone Contact

All telephone contact initiated by the parents will be limited to a call if a parent is running late for session or is unable to attend a session. Communications outside scheduled sessions should occur in writing via ourfamilywizard.com, email, fax, scan, or mail.

Confidentiality

Reports to the Court are limited to whether the process should or should not continue.

By the way of a release, all therapists, attorneys, ad litems, visitation supervisors, physicians, child care providers, educators, and significant others involved, and previous or current evaluators are authorized to disclose information directly to the Parenting Coordinator.

No electronic/tape recordings will be made during meetings with the parenting coordinator without the consent of all parties.

The Parenting Coordinator is **required to report** certain matters, such as incidents of **child abuse or threats of physical violence**. Confidentiality does not extend to these matters.

Emergencies

Parenting Coordination is not an emergency service. If an emergency occurs during the time families are receiving Parenting Coordination services the parents are to call 911 or other crisis intervention services.

Disruption

While every precaution short of physical intervention will be taken to ensure the safety of participants a guaranty that no harm will occur during sessions is neither stated nor implied. Special arrangements may be made to allow for increased security, such as changing arrival times if there is a Protective Order in place and a request by either parent.

Professional Practice Statements

Mr. Craig is a licensed social worker. An individual who wishes to file a complaint against a Licensed Social Worker may write to Complaints Management and Investigative Section P.O. Box 141369 Austin, Texas 78714-1369, or call 1-800-942-5540 to request the appropriate form or obtain more information.

I understand and acknowledge that the outcome of this process may or may not favor my position or be something that I am in agreement with. I understand that complaints regarding conclusions and recommendations in this process must be directed to the court, as the licensing board handles only complaints regarding violation of licensing rules and regulations.

I understand that in the event of Mr. Craig's death, incapacity, or termination of practice, custody and control of records maintained by Mr. Craig will be turned over to Aaron Robb, M. Ed., NCC, LPC-S, Kim England, LSCW, or other individual upon the death or unavailability of Mr. Robb or Ms. England.

Process Regarding Complaints

The parents shall direct any disagreements regarding the children to the parenting coordinator before seeking court action, unless a child's safety is jeopardized. Any concerns or complaints regarding the parenting coordinator or the parenting coordination process should be addressed to the parenting coordinator in writing.

If either parent is dissatisfied with the performance of the Parenting Coordinator they may request that the court terminate services or appoint another Parenting Coordinator.

Termination of Services

The Parenting Coordinator reserves the right to suspend services or withdraw from the role as Parenting Coordinator should he feel that effective change is no longer occurring. The parents and their respective attorneys will be given notice of the decision to withdraw. Names of trained professionals competent to assume the role of Parenting Coordinator will be provided to both parents upon request. The Parenting Coordinator may elect to continue to act as Parenting Coordinator until such a time as a smooth transition has been achieved to the new Parenting Coordinator.

Parental Financial Obligations

The rate for Parenting Coordination services is \$200.00 per hour rounded up to the nearest 15 minute increment. This includes all services of the Parenting Coordinator and Coach including reviewing documentation, records management, meetings, correspondences, phone contact, e-mail, court time, legal expenses, and consultation with other professionals deliberation and issuance of recommendations when parents are unable to resolve issues themselves if authorized by the court.

With the exception of individual sessions, charges for the service will be equally divided between the parents. Fees for phone calls and emails specific to that parent will be billed to the parent who initiates the call or necessitates an email from the Parenting Coordinator unless otherwise directed in the order. This applies unless the parenting coordinator is provided with a copy of a current order that states otherwise, or if the parenting coordinator determines that one of the parties is disproportionately utilizing service time, in which case the party disproportionately utilizing service time will be billed based on time used. This determination is solely at the Parenting Coordinator's discretion.

An initial retainer of \$600.00 per parent is required and each parent must maintain a retainer

of \$400.00 as long as services are active. Payments for the retainer and futures sessions may be made with cash, check, or money order and are expected to be paid at the end of each session or the day of receipt of an invoice. Checks should be made out to Bradley Craig. There is a \$35 returned check fee per returned check.

If either parent must cancel a session, it must be done within 48 weekday business hours of the scheduled appointment. Arriving after 15 minutes of the scheduled meeting beginning time will be considered a cancellation. If cancellation is not done within 48 weekday business hours of the scheduled visit, the entire appointment fee will be charged to the canceling party. Payment for the canceled session is expected within 2 days of the missed appointment. If payment is not made, the session will not be rescheduled until payment is received. Payment for the canceled session will be paid by the parent who did not cancel on time, was late, or did not attend and will be for the entire session fee for the duration the session was scheduled. If the judge's order to participate in the services stipulates that only one parent be financially responsible and the other parent cancels without the 48 weekday business hours of the scheduled appointment notice, the canceling parent is still responsible for that charge.

Business hours are defined as weekday business, non-holiday hours, Monday through Friday, 9:00 a.m. to 5:00 p.m.

Retainer: A retainer equal to three (3) hours of service, or \$600.00 is due in advance from each of the parties. If one party is ordered to pay for all costs of service the initial retainer is \$1,200.00. Payment may be made by check or money order. Services may be charged against the retainer provided that the parties continue to fully replenish a \$400.00 retainer balance when billed. If a party is late in replenishing the retainer, services may be suspended until such time as the retainer is replenished and will be charged for all attempts to seek compensation including written notices and legal fees.

Other costs: Each of the parties will be responsible for any fees for production of third party records or other information related to services. Costs for copying of records by the parenting coordinator and other administrative costs will be deducted from the retainer. Copies of records produced by Mr. Craig, time in administrative tasks, including correspondence to parties, attorneys, or reports to the court, are billed at the standard hourly fee.

Children in the Middle Co-parenting Class

Completion of both parts of the Children in the Middle live class or the Between Two Homes™: Making Two Homes Work online class within the past three months is required prior to the session. Parties are required to fax or scan their certificate of completion to the parenting coordinator not later than 9 a.m. the weekday before the initial scheduled appointment. Failure to complete the class within the past three months prior to the meeting will terminate the initial appointment and any parent not completing the course prior to this date will be charged the entire appointment fee.

Ourfamilywizard.com

Parents are required to set up and maintain an Our Family Wizard account and are required to direct communication to each other through Our Family Wizard. There is no pecuniary association between Between Two Homes®, LLC or BTH staff and the Our Family Wizard

company. Communication by the parenting facilitator through Our Family Wizard to one or both parents is considered part of parenting facilitation sessions and feedback may be provided similar to the feedback provided in sessions.

Prior to or upon receipt of the initial appointment e-mail, the parents are required to set up an Our Family Wizard account: <https://www.ourfamilywizard.com/>

After enrolling, parents are to set up professional access for the parenting coordinator by going to the following link for instructions: <https://www.ourfamilywizard.com/help/getting-professional-linked-your-family>

The information for the professional access is:

First Name: Bradley

Last Name: Craig

E-mail: brad@childreninthemiddle.com

(please leave phone number blank)

Summary

I understand and acknowledge that the parenting coordinator is not providing, nor am I requesting, therapy, counseling, or any form of treatment. Should these or other service needs be indicated during the course of services appropriate recommendations will be made. I understand that the parenting coordinator is not providing mediation or parenting facilitation. I understand that Mr. Craig is not an attorney and that if I have any questions regarding legal matters I should consult with an attorney. I understand I am advised to consult with attorneys in order to be properly counseled about my legal interests, rights and responsibilities.

I understand that the services provided to me by Mr. Craig may not be covered by insurance as parenting coordination is for legal, not treatment purposes. I understand Mr. Craig will not provide me with a specific diagnosis or billing code, nor complete insurance reimbursement paperwork.

I have been informed and I understand that any communications or statements by me or the children will NOT be privileged or confidential and that:

- The parenting coordinator may notice the court whether the process is or is not working.
- The parenting coordinator may confer with mental health professionals, doctors of medicine, education and child care personnel, personal references, other governmental entities, attorneys of record, and such other persons as have or need information directly related to the best interest of the children in question.
- The parenting coordinator may be required to disclose situations where clients are a danger to themselves or someone else; abuse, neglect, or exploitation of a child, elderly, or disabled person; or as otherwise required by law.

I understand that the Parenting Coordinator cannot change the legal custody status of our child(ren). I understand that the Parenting Coordinator has full discretion regarding program

implementation as outlined in this document.

I understand that although I may be providing payment to the parenting coordinator the parenting coordinator is working for the court and the recommendations made by the parenting coordinator may or may not favor my position or be something that I am in agreement with.

I understand payment for services are due at the end of each session or on the day of receipt of an invoice. If I do not make payment at the end of each session or upon receipt of an invoice, notice may be provided to the court, services may be suspended, and I will be charged for all attempts to seek compensation including written notices and legal fees incurred.

I understand that if my attorney or I request a court appearance, deposition, or participation in any type of settlement conference by Mr. Craig there will be an additional fee of \$250.00 per hour, with a minimum charge of three hours. If the court or both attorneys request a court appearance, deposition, or participation in any type of settlement conference by Mr. Craig, these fees are split. Such fees are due at least one week before the scheduled appearance. Please note: if an appearance request is received without a minimum of one week notice the appearance fee is due immediately and there will be an additional \$250.00 express charge. Failure to provide the fee as specified constitutes release from the requested appearance. I understand that the parenting coordinator may only report the process is or is not working to the court.

I understand that my participation with a Parenting Coordinator can be instrumental reducing the conflict between co-parents. I agree to maintain a serious committal to the program by abiding by the guidelines and requirements of the program as noted herein. I agree to follow guidelines such as e-mail guidelines and to complete homework as assigned by the deadlines specified. Further, I agree to maintain scheduled appointments and will not interfere in the process by refusing to attend sessions, arriving late for sessions, or frequently rescheduling appointments.

I understand Parenting Coordination is an attempt to coordinate and implement a co-parenting plan that addresses current and future issues related to raising children between two homes. Further, I understand Parenting Coordination does not involve adult's property, finances, or other issues that do not directly involve co-parenting.

I understand that the Parenting Coordinator's office and office location(s) are designed to be a safe haven for facilitating coparenting. As such, I understand that Pursuant to Section 30.06, Penal Code (trespass by a license holder with a concealed handgun) and Section 30.07 Penal Code (trespass by a license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter the office or office location(s) of the Parenting Coordinator with a concealed or openly carried handgun. Further, I understand that I or my agents will serve no subpoenas, citation, writs, or other process at or near the location of any parenting facilitation session on any person entering, leaving, or attending any parenting coordination session.

I understand by signing this I am allowing free and open disclosure between the Parenting Coordinator and each parent, children, lawyers, teachers, or other parties as deemed necessary at the full discretion of the Parenting Coordinator.

I understand I may not engage the Parenting Coordinator in conversation outside of scheduled sessions unless specifically addressing scheduling issues related to Parenting Coordination appointments, or otherwise instructed by the Parenting Coordinator.

I understand Mr. Craig's process involves the parents meeting together with Mr. Craig in joint sessions.

I understand copies of all correspondence from either parent to the Parenting Coordinator must be mailed, emailed, posted on ourfamilywizard.com, or faxed to the other parent on the same date the information is submitted to the Parenting Coordinator, with "cc:" noted on the correspondence, unless otherwise specifically addressed per correspondence by the Parenting Coordinator.

I understand telephone calls to the Parenting Coordinator shall be conducted only during weekdays and the regular business office hours of the Parenting Coordinator. These calls are in regards only to scheduling issues, and other issues need to be addressed in writing. I understand that messages left for the Parenting Coordinator may take up to 24 weekday business hours to return, and I will not call more than once per 24 hour period unless I am calling to cancel a previous request for a return call. I understand if an emergency arises, I am to call 911, child protective services, or a crisis hotline.

I will attempt to resolve disagreements with the other parent whenever possible. If addressed in the Order of the Court or other previously written agreement of the parties through their attorneys, I understand and agree to empower the Parenting Coordinator to make binding recommendations when both parents are not able to reach resolution over a co-parenting issue. Such binding recommendations will be consistent with existing Court Orders.

I understand I am to notify the Parenting Coordinator in writing within 48 hours of any changes in my contact information, legal representation, residency, or occupants of my home.

I understand that we may make joint parenting decisions in our child(ren)'s best interests at any time without the Parenting Coordinator's assistance. I will notice the Parenting Coordinator of any agreements reached with the other parent outside of the Parenting Coordination process.

I the undersigned and with regard to my children, agree to retain Bradley Craig as a Parenting Coordinator for service and conditions as described above.

My signature reflects that I will abide by all conditions and expectations outlined in this document.

**Do not sign this form unless you have initialed each page
and read and understood it.**

Signed this _____ day of _____, 20_____.

Client Signature: _____

Printed Name: _____

Witness Signature: _____ Date: _____

Printed Name: _____