
FORENSIC COUNSELING SERVICES

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Letter Regarding Parenting Facilitation Services

Dear Client,

I have received the order for parenting facilitation involving your family. Beginning any new learning process can be a difficult decision and when done pursuant to a court order it is important that we begin with a clear understanding of the situation at hand. I have attached an advisement form regarding my services which details both my philosophy of services as well as the “nuts and bolts” of how services are offered. Also attached is an intake form requesting basic demographic information about you and your family. Copies of these forms have been sent to your lawyer so that you may review them together if you desire.

Information about fees and the retainer for services is detailed on the enclosed advisement form. In an effort to maintain an impartial role during the process the retainer is due in advance of beginning services. I will schedule our first appointment together after I receive completed intake forms and initial retainers. We will schedule a number of subsequent appointments together during the course of services. These may be individual sessions with you, joint sessions with you and the other party, or in rare situations with others as well. It is important in order to complete this process in a timely manner that you notify me as soon as possible any time an appointment needs to be changed or rescheduled.

If for some reason you believe we may have interacted in the past, or that I may have previously provided services or otherwise been involved with anyone in this case in another role please inform me of this immediately. I attempt to prevent even the appearance of any possible conflicts of interest, however I have been in practice, both privately and at various agencies, for over a decade and cannot guarantee I remember every person I may have had contact with in that time. I may have been professionally involved in previous cases with one or more of the attorneys in this case, just as they may have been involved with each other in previous cases. If I am aware of any conflicts of interest that may impact on my ability to conduct a neutral evaluation I will disclose those to you and to the court.

Again, please complete the attached forms and return them to me as soon as possible at the address listed above. Once I have received them and the initial retainer I will contact you to schedule our first interview. I look forward to meeting with your family in the near future. Thank you for your prompt cooperation in this matter. If you have any questions please contact me at the number above.

Sincerely,



Aaron Robb, M.Ed., NCC, LPC-S