

## REFERRAL REQUIREMENTS FOR THE LONDON CUSTODY & ACCESS PROJECT

When making a referral to the London Custody and Access Project the following requirements must be completed for both clients by their counsel before a case can be added to our waiting list for assignment:

1. A brief letter outlining the relevant background and the issues to be assessed. Copies of this letter should be sent to counsel for all parties as well.
2. Copies of all relevant affidavits, previous assessments, Court Orders (especially if assessment is ordered), etc. that pertain to custody/access issues. **Do not send financial statements, income tax receipts, asset information, etc.**
3. Parent (guardian) Questionnaire (copy enclosed) along with all collateral contacts (with phone numbers and addresses).
4. Counsel's signature on the enclosed undertaking as to your client's commitment to the assessment and payment of our assessment fee beyond the estimated time or for disbursement charges incurred over the course of the assessment.
5. A cheque for \$3150.00 is required from both sides. This includes the administrative fee of \$150.00 + a retainer in the amount of \$3000.00, which represents half of our estimated assessment fee. This is based on 30 hours assessment and report preparation time. If more than 2 adult parties are to be included in the assessment, or if more time is needed due to complexities, a further retainer will be requested.

Should your client be responsible for 100% of the assessment fee, a cheque for \$6300.00 would be required. **All fees are required at the time of referral.**

### IF YOUR CLIENT IS ON LEGAL AID

Legal Aid provides LCAP with only 18 hours total assessment time, plus \$300.00 for the total administrative fee. We can no longer accept referrals in which more than 2 adult parties are involved on this basis. Thus, if either parent has a new partner or resides with his/her parents, a further 5 hours time is required from Legal Aid for this client OR a retainer of \$525.00 is required from this parent to allow time to interview any additional party(ies) and observe them with the child/ren.

A cheque for \$150.00 administrative services is still required at the time of referral for each client as well as a copy of the Legal Aid certificate.

PLEASE NOTE: The administrative fee for both Legal Aid and retainer cases is non-refundable in the event of cancellation.

UNDERTAKING for NON-LEGAL AID

TO: London Custody and Access  
254 Pall Mall Street, Suite 200  
London, Ontario  
N6A 5P6

Re: \_\_\_\_\_ And \_\_\_\_\_

I \_\_\_\_\_

HEREBY UNDERTAKE to co-operate with the London Custody & Access Project's personnel assigned to this case.

AND I FURTHER UNDERTAKE to be responsible for 50% or \_\_\_\_% of the hours billed at the normal fee rates of the London Custody and Access Project should the assessment exceed the retainer, which is based on a total time of 24 hours, and, for my client's share of disbursement costs incurred by the Project.

I UNDERSTAND that in the event Project members are called as witness for the court, this time will be billed separately at the hourly professional fee rate.

I FURTHER UNDERSTAND the terms of payment of the London Custody & Access Project account are Net 30 days, after 30 days interest will be charged at the rate of 2% per month (24% per annum).

Please consider this your good and sufficient authority to open a file and commence work immediately in this matter, (contingent upon the receipt of a similar undertaking and authority from \_\_\_\_\_).

Dated at \_\_\_\_\_, Ontario, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

WITNESS

: \_\_\_\_\_  
: Solicitor for

My understanding with opposing counsel as to the London Custody and Access Project intervention is:

- a) Assessment \_\_\_\_\_
- b) Closed Mediation \_\_\_\_\_

UNDERTAKING FOR CASES INVOLVING LEGAL AID

TO: London Custody and Access Project  
254 Pall Mall Street, Suite 200  
London, Ontario  
N6A 5P6

Re \_\_\_\_\_ AND \_\_\_\_\_

I, \_\_\_\_\_

HEREBY UNDERTAKE to fully consider the report of the London Custody and Access Project and to co-operate with the Project's consultants and personnel assigned to this case.

I CONFIRM that my client is on a Legal Aid certificate and UNDERTAKE to submit the account of the London Custody and Access Project to Legal Aid as a disbursement immediately upon receipt of same.

I FURTHER UNDERTAKE to assume responsibility for payment by my firm should Legal Aid not settle your account within six (6) months of completion of your report.

I UNDERSTAND that in the event Project members are called as witness for the court, this time will be billed separately.

Please consider this your good and sufficient authority to open a file and commence work immediately in this matter, (contingent upon the receipt of a similar undertaking and authority from \_\_\_\_\_.

Dated at \_\_\_\_\_, Ontario, this \_\_\_\_ day of \_\_\_\_\_, 200\_\_

WITNESS

\_\_\_\_\_  
: Solicitor for

My understanding with opposing counsel as to the London Custody and Access Project intervention is:

- a) Assessment \_\_\_\_\_
- b) Closed Mediation \_\_\_\_\_

**CUSTODY AND ACCESS PROJECT**

Parent (Guardian) Questionnaire

Please fill in or circle DATE \_\_\_\_\_

1. Name of Parent/Guardian \_\_\_\_\_ 2. Date of Birth. \_\_\_\_\_

3. Address \_\_\_\_\_ Phone # \_\_\_\_\_ (work)  
\_\_\_\_\_ (res)

4. Relationship to Child(ren) \_\_\_\_\_

5. Religion (1) Protestant (3) Jewish  
(2) Roman Catholic (4) Other (Specify) \_\_\_\_\_

6. Place of Birth (1) Canada (2) Europe (3) Other (Specify) \_\_\_\_\_

7. Number of Years in Canada \_\_\_\_\_

8. Language(s) spoken in home (1) English (3) Other (Specify) \_\_\_\_\_  
(2) French

9. Spousal History:

| Dates of Marriage(s) or<br>Common-law Relationship(s) | Date of Separation | Date of Divorce |
|---|--------------------|-----------------|
| _____   | _____              | _____           |
| _____   | _____              | _____           |
| _____   | _____              | _____           |

Date(s) of Death of Spouse(s) \_\_\_\_\_

Present Marital Status (a) Married (b) Single (c) Common-Law

10. Children's Names: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Do you live with the children? \_\_\_\_\_

12. If not, give details (how long apart? access arrangements, etc.)

13. Other persons in your home and relationship to children we are assessing  
(adults and children) \_\_\_\_\_  
\_\_\_\_\_

14. Your education (specify last grade completed)

(1) Primary (grades 1-9) \_\_\_\_\_

(2) Secondary (grades 9-13) \_\_\_\_\_

(3) Trade School or Adult Retraining \_\_\_\_\_

(4) Community College \_\_\_\_\_

(5) Apprenticeship \_\_\_\_\_

(6) University \_\_\_\_\_

(7) Other (Specify) \_\_\_\_\_

15. Employment at Present \_\_\_\_\_

16. Hours of Work \_\_\_\_\_

17. If disabled or unemployed, please give details \_\_\_\_\_  
\_\_\_\_\_

18. Serious illnesses (1) No (2) Yes Specify \_\_\_\_\_  
\_\_\_\_\_

19. Serious accidents (1) No (2) Yes Specify \_\_\_\_\_  
\_\_\_\_\_

20. History of psychiatric or emotional illness or alcohol/drug problems.  
\_\_\_\_\_  
\_\_\_\_\_

21. To what extent can you and your (ex) spouse talk about the children?

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22. What are your personal objectives for the children in terms of custody, access and other issues? \_\_\_\_\_

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23. What do you feel are the obstacles?

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24. Was there a history of physical abuse during this relationship (between you and your spouse)?

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25. Are you in agreement with this referral?                      Yes                      No

COMMENTS

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26. Our hours are usually Monday to Friday, 8:30 - 4:30. What are your best times for appointments within these days. PLEASE NOTE THAT ALL INTERVIEWS ARE AT OUR OFFICES.

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# Parenting Coordination Services

## What is Parenting Coordination?

The role of a parenting coordinator is to assist in the implementation of a parenting plan, where custody and access has already been decided. The parenting coordinator will:

- Monitor compliance of the plan;
- Help resolve disputes with the plan as they arise;
- Help standardize daily routines in the two homes;
- Help parents to focus on the needs of the children and reduce their child(ren)'s exposure to parental conflict;
- Help to communicate and plan medical, psychological or other care needs for their children;
- Facilitate discussion of discipline strategies;
- Help resolve other parenting issues raised by either parents.



## What is the fee structure for LCAP services?

**Custody and Access Assessments:** The retainer required on behalf of each party for 15 hours of assessment is \$3000 plus \$150 for administrative services per party. The hourly fee for this service is \$200.00. Any surplus retainer will be refunded.

**Mediation:** The retainer required on behalf of each party for 5 hours mediation time is \$1000, plus \$75 for administrative services per party. The hourly fee for this service is \$200. Any surplus retainer will be refunded.

**Parenting Coordination:** The retainer required on behalf of each party will be \$1000, plus a \$75 for administrative services per party. The hourly fee for this service is \$200. Any surplus retainer will be refunded.

**PLEASE NOTE:** In the event that more time is required for any service, a further retainer will be requested.

**For more information on  
The London Custody and Access Project  
or to make a referral to any of these  
services, please contact:**

**Tel: 519-679-7250 ext. 104**

**Fax: 519-675-7772**

**Email: [lcap@lfcc.on.ca](mailto:lcap@lfcc.on.ca)**

**Web: [www.lfcc.on.ca](http://www.lfcc.on.ca)**

# London Custody and Access Project

A Service of  
**THE CENTRE FOR CHILDREN  
AND FAMILIES IN THE  
JUSTICE SYSTEM**



Recognizing that **different family  
circumstances require different  
kinds of assistance,**  
the following services are offered:

- Custody & Access Assessment
- Mediation
- Parenting Coordination

**The Centre for Children and Families  
in the Justice System  
254 Pall Mall Street, Suite 200  
London, Ontario Canada N6A 5P6**

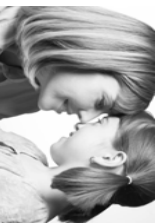


Formerly Known as The London Family Court Clinic

# Custody and Access Assessments

## What is a Custody and Access Assessment?

Custody and Access Assessments identify and provide an understanding of the needs of the children in a separated family and each parent's willingness



and ability to meet the children's needs. The assessor's recommendations may assist separated parents and their lawyers in deciding on the custody and access arrangements or shared parenting plan that will best meet their children's needs.

## How are referrals made?

The project accepts referrals directly from parents' lawyers, on consent of both parties, or by way of court orders under the Children's Law Reform Act (CLRA).

## Who will complete the assessment?



The assessor is a highly skilled masters or doctoral level clinician who does not work for either parent/guardian and strives with the highest integrity to adopt a neutral and unbiased focus.

Throughout the assessment, all information is considered within the context of the "best interests of the child" as referred to in the CLRA.

## What is involved in a Custody and Access Assessment?

### The assessment:

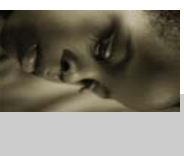
- Typically take 3-4 months (depending on the complexity of the case);

- Consists of 3-5 interviews taking place at our London office;

- Includes a first appointment outlining the process of the assessment, gaining the consent of the parties, and explaining the limits to confidentiality for these assessments;

- Involves multiple individual interviews with parents/caregivers to discuss the current situation, the background history, parent's views on parenting, and on their children's needs;

- May consist of completing questionnaires and rating scales to learn more about each parties' psychological functioning and views on child-rearing;



- Incorporates observations of parent-child interactions;

- Involves assessing the child(ren)'s needs;

- Includes gathering information from collateral sources (e.g., physicians, counselors, police, school, friends/family).

Parents will receive feedback on the results and recommendations; a report will be prepared and made available to the parents through their lawyer.

# Mediation Services

## What is Mediation?

Mediation is a voluntary process that involves both parents meeting with an impartial mediator who will assist them in negotiating their own shared parenting arrangements that will be in the best interests of their child(ren).

## What Should I Expect from Mediation Services?

### Mediation is:

- Safe and impartial;
- Voluntary-clients can withdraw at any time;
- Confidential (open and closed mediation will be discussed);
- Informs and encourages parents to obtain legal advise.



## What are the Benefits of Mediation?

- It is economical in comparison to a trial;
- Mediation teaches parents more about themselves and their children;



- The process helps parents in becoming better communicators;
- Mediation can help reduce conflict between parents.