



Custody & Access Assessment – Referral Requirements

When making a referral for a Custody & Access Assessment 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) that pertain to custody/access issues. **Do not send financial statements, income tax receipts, asset information, etc;**
3. Parent/Guardian Questionnaire along with all collateral contacts (with phone numbers and addresses).
4. Please contact the clinic directly for costs related to this assessment.

IF YOUR CLIENT IS ON LEGAL AID

Legal Aid provides LCAP with only 18 hours total assessment time, plus the administrative fee. We can no longer accept referrals in which more than two adult parties are involved on this basis. Thus, if either parent has a new partner or resides with his/her parents, a further five hours of time is required from Legal Aid for this client OR an additional retainer required from this parent to allow time to interview any additional party(ies) and observe them with the child(ren). **The administrative service fee is still required at the time of referral for each client as well as a copy of the Legal Aid certificate that states how many hours are approved for the custody and access assessment.**

PLEASE NOTE: If this matter ends up going to trial and the assessor is to testify, an additional retainer from each of the two parties is necessary in preparation for the testimony to go forward. This will be applied to file review, time spent in court, and or waiting to testify at the court house. Any unused portions of the retainer will be returned to the parties equally. Any additional expenses incurred will be billed to the parties equally.

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