



The Mediation Center
Finding common ground.

Family Visitation Program Safe Exchange Fee Agreement

Service fees are determined by income. The Family Visitation Program offers a sliding scale based on income for qualifying families. Clients may apply for a fee reduction based on their household income.

We have determined that your fee is \$_____ per exchange.

Payments for services are due **upon arrival** for each exchange. We accept cash, check and money order. Your services **may be cancelled, suspended, or discontinued** if money is owed to FVP.

You may incur fees in addition to the cost of exchanging for the following reasons:

Cancellations/No Shows:

- You must provide **24 hours' notice** of an exchange cancellation or **you will be charged \$15**, payable at your next appointment.
- No show exchanges, with no contact with FVP to cancel prior to the exchange **will be charged a \$30 fee**, payable at your next appointment.

Court Reports/Subpoenas:

- If you or your attorney requests a court report or a report for a therapist, there is a *Document Release Fee* of \$30 for the first 5 exchange notes, \$2 for each additional note
- If you or your attorney subpoenas a staff member of FVP, there is a minimum fee of **\$40/hour** for appearing *including wait time* payable within 24 hours of the court appearance. In addition, you agree to promptly pay FVP for all of its costs relating to or arising from a subpoena issued to FVP or its staff by or on behalf of that parent. These costs may include, but are not limited to: (1) The reasonable value of the time spent by FVP staff preparing for and/or attending court appearances or depositions pursuant to a subpoena, (2) any out of pocket expenses incurred by FVP in connection with a subpoena, and (3) any attorney's fees FVP incurs for securing legal advice or representation in connection with a subpoena, court appearance or deposition. You acknowledge and agree that the reasonable value of time spent by FVP staff will be solely determined by FVP based upon the qualifications and experience of the staff involved, subject to a minimum rate of \$40 per hour.

Observation Notes:

- You may view observation notes from your visits once every 60 days free of charge. If you wish to view notes more frequently, a **\$20 fee** will be charged, payable at the appointment.

Returned Checks:

- The fee for returned checks is **\$10**, payable within 7 days.

By my signature, I agree to all terms of this agreement.

Signature

Date

FVP Staff Signature

Date