



**Up Counseling Services**

SUPPORT TO LOOK UP, CHEER UP, STAND UP

## **Release of Information & Court Policies & Fees**

Please inform me, Ashley Coleman, MHR, LPC, if you or any member of your family may be part of a court proceeding, including divorce, child custody, personal injury, civil suit, etc. I reserve the right to decline either taking you on as a client or future appointments. In these cases, I will provide referrals for other practitioners who may be more willing to be involved in that process.

If I agree to continue services, it will be with the following understandings:

1. My goal is to avoid personal appearances in court or through depositions. I am not a trained or expert witness.
2. You may submit a written Request of Information (ROI) form to request a copy of your records. A fee of \$50 per set plus \$15 shipping via FedEx will be assessed. No shipping charges are assessed if picked up in person by the client (proof of identity will be required) or if the records are faxed. Records will not be released until payment is complete.
3. If a court appearance is necessary, a fee of \$1,000.00 per day (this rate includes incurred expenses) will be charged with one day payable 72-hours in advance of the appearance date. A day is defined as eight (8) clock hours, including lunch and recesses called by the court. This requirement is based on the need of me cancelling part or all of a workday and its concordant income to be available for your case.
4. A phone consultation with the court, your attorney, or other parties is also an option, with session fee rates of \$125.00 per hour. The consultation must be arranged and paid in advance. A signed ROI is required allowing me to disclose information to your attorney or any other party BEFORE any conversation can be scheduled. It is preferred that you sign a release demonstrating your approval of me testifying in court as well.
5. Be advised that asking me to testify means that all information disclosed in your sessions and in the records may come under the scrutiny of the court, and that cross examination by another party's attorney(s) may open up sensitive information you do not want disclosed in a public forum.

Every care is taken to provide you as the client with the best services possible. This policy is intended to clarify expectations of the counselor-client relationship concerning the potential of court appearances.



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LEGAL NOTICE: By signing below you certify and acknowledge that you have fully read and understand this Release of Information & Court Policies & Fees and agree fully to the terms and conditions stated within.

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**Signature**

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**Date**