



Legal Matters, Records Requests, and Court-Related Services

Because involvement in legal proceedings requires significant time and may interfere with client care, the following policies apply to all requests for records, reports, letters, court appearances, depositions, and testimony.

Records Requests

Clients have the right to request copies of their records as permitted by law. Requests must be submitted in writing and accompanied by a valid Release of Information.

Fees for records may include:

- Administrative fee: \$25
- Copying, preparation, and transmission fees as permitted by state and federal law
- Postage or secure electronic delivery fees, if applicable

Treatment Summaries and Letters

Requests for treatment summaries, letters, forms, disability documentation, school accommodations, or other written reports require professional time beyond regularly scheduled sessions.

Fees:

- Treatment Summary: \$250
- Letter Writing/Forms: \$200
- Comprehensive Clinical Report: Billed at the therapist's hourly rate

Payment is due before the document is released.

Court and Legal Proceedings

Therapists generally do not participate in legal proceedings unless required by court order. Clients should understand that testimony provided by the therapist is based on professional observations and clinical judgment and may not necessarily support either side in a legal matter.

Court-related services include:

- Record review and preparation: \$250/hour
- Attorney consultation: \$250/hour
- Deposition attendance: \$300/hour
- Court testimony: \$300/hour
- Travel time: \$250/hour
- Mileage: IRS standard mileage rate

A minimum retainer of \$5,000 is required before any deposition or court appearance is scheduled.

Confidentiality Considerations

Clients should understand that releasing therapy records in legal matters may result in disclosure of sensitive personal information. Prior to releasing records, the therapist may recommend discussing the risks and benefits of disclosure and whether a treatment summary may be more appropriate than releasing the full record.

Acknowledgment

I have read and understand this policy regarding legal matters, records requests, reports, court appearances, depositions, and testimony.

Client Signature: _____

Date: _____

Therapist Signature: _____

Date: _____