

Dear

I have received a stipulation to do a psychological custody evaluation for your family from your attorney. Going through a custody evaluation can be a stressful experience, both because of the emotions and the many details to remember. This letter is to try to help you be informed ahead of time about what will happen and help you organize yourself, to help the process go as smoothly as possible. The directions to our office and the office code are attached.

There is a very set pattern to the schedule of appointments. Your first day of appointments will involve both parties and the children at issue, in this order: an orientation with the parents together, followed by one-hour individual sessions for each parent; a one-hour lunch break, followed by interaction sessions with the biological child/ren and each parent; then individual sessions with the child/ren. Please phone our office as soon as possible to discuss and confirm your initial and follow-up appointments.

I will go over procedures with both parties on your first day of appointments and ask you to sign an informed consent. Please read the informed consent in advance and the stipulation you signed, as it covers many important details.

Remember you will be charged for all appointments not canceled seven (7) court days in advance.

Please **complete the Detailed History Questionnaire, the Collateral Contact Information Form, and the Custody Release of Information Form and bring three copies to the first day of appointments.** You will give the original copy of these forms to the evaluator and two copies to the other party. Each party is responsible for providing copies of both parties' forms to his/her own attorney.

Please also note that you must make copies of all ancillary materials you give us. Anything you submit to us should also be sent to the opposing counsel. We want **NO ORIGINALS except for the Detailed History Questionnaire.** Please do not submit any legal-sized ancillary materials or binders. Everything must fit in a letter-sized folder.

We make a special effort to put children at ease and minimize disruption in their lives from the evaluation. You may prepare them for the session by saying that I am a psychologist who helps fathers and mothers make decisions about how to take care of children when they do not all live together anymore. You can also say that I will need to talk to them about their thoughts and feelings about their lives so I can help you with decisions.

You will be asked to take the Minnesota Multiphasic Personality Inventory-2 and the Millon Clinical Multiaxial Inventory-II. They are paper and pencil tests that take around two-and-one-half hours to complete. You must take them in my office. You may be referred for more extensive testing.

Please also complete the Collateral Contact Information form and Custody Release of Information Form and bring them to your first appointment and keep a copy for yourself. Please complete as indicated on the form and include a friend or family member who still is in contact with both parents, someone who has observed your parenting. There may be other people I will ask to contact. Please provide phone numbers and addresses.

You will be kept apprised of fees due in the evaluation. If the initial deposit is used up and there is substantial work to be done, you will be notified of the need to make a further deposit before the evaluation goes forward.

Shortly before the report is ready for release, you will be notified with the balance due, payable by cashier's check. Estimates of cost can be obtained earlier. The report is released after all fees are collected. Please be prepared so release is timely.

My assistants are usually available to schedule appointments during business hours on Monday, Wednesday, and Friday. If you cannot reach them directly by phone (310/392-6163) on those days, please leave a message about how they may reach you. If you need to leave me a message, it is better to fax me the information in writing (FAX# 310/392-6043). If you wish additional time to speak with me, an appointment may be scheduled.

Sincerely yours,

Mary Elizabeth Lund, Ph.D.

Angus Strachan, Ph.D.