

**Welcome to Capitol Psychology Services.** You are receiving this letter in response to your inquiry about our services for Court Involved Families. Outlined below is our process for contracting for services with Court Involved Families. Please visit our website ([levillepsychology.com](http://levillepsychology.com)) and carefully review the Family Relationship Resolution and Reunification Agreement (FRR&RS) for Court Involved Families document in the *Court Involved Services section*. Please feel free to print a copy and review with your attorney or other individuals of your choice.

1. Provide Capitol Psychology Services with the following:
  - a. Signed (enclosed) FRR&RS Informed Consent Signature Page which provides consent for services, acknowledges and agrees to all affiliated fees for services and provides unrestricted authorization for Dr. Leville and Capitol Psychology Service Associates to consult with the Court Appointed Guardian ad Litem (GAL), Parent Coordinator or any Psychotherapist working with the family.
  - b. Copy of Court Order specifying the services to be provided.
  - c. Check in the amount of \$1,050.00\* for retainer (\$600.00) and initial 3 intake phase sessions (\$150.00 per session). \* *Per parent unless Court Order indicates otherwise.*
2. Upon receipt of the signed Informed Consent, copy of Court Order and fees detailed in section 1c, Dr. Leville will consult with the Court assigned GAL( when one has been assigned).
3. Capitol Psychology Services will contact each parent to schedule\* the initial intake sessions (one or more sessions with each parent and child (ren)). \**The selection and order of scheduling appointments with family members is at the sole discretion of Dr. Leville.*

Please note, at any time during this process, Dr. Leville can discontinue services for reasons that may include but are not limited to the following:

- Service goals have been accomplished.
- Continuing services are determined to not be in the best interest of the child(ren).
- Threat of violence or imminent danger by any involved parties.
- Services are determined to be ineffective or are being sabotaged by a family member(s).
- Court Order no longer matches the clinical needs of the family.

Please do not hesitate to contact our office administration (603-545-8355) line if additional information is needed.

Rosie Traynor, MA  
Practice Manager

Enclosures: FRR&RS Informed Consent Signature Page

CC: File