**F.A.I.R. Solutions**

**CASE INTAKE – FILE Set-up**

**CASE Consultant or Parenting Coach**

**Date of First FREE Consult: Date of Start**: **How heard about me:**

**YOUR Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Other Person(s) Who Cares About**

*(print)* **Your Case (and relationship)**:

**Email**: Name:

**Phone Number**: Email:

**CITY you live**: (draw map where you live, where ex lives, kids school)

Phone:

How permanent is this? **KIDS: LIST Name/Age/Grade/Gender**

(any “special needs”?)

**EX or SOON-To-BE-EX Name**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**County the Case is in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOUR ATTORNEY INFO**: **OTHER PARENT ATTORNEY INFO**:

**Attorney(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FIRM/City:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where are things at in your case?**

Divorced? In process of divorce? Never married?

**NAME Other**

Any **court orders** in place? Date? (what issue - Mo/Year) (short recap of their fairness)

**LABELS**:

**Current Legal Custody**?

**Current Physical Custody**?

**Designated “primary” parent?** (hope not)

**Parenting Time (PTime) Details: (use space on next page)**

What PTime Schedule do you have now by court order? (what is date of court order)

If no court order, what are you getting for PTime now? Is it what you want?

What PTime do you want? What are all doable options you believe will work?

Why do you have less time than you want? Why do you have this schedule?

**KEY Players so far:**

Judge

ICMC done?

ENE-Social

ENE – Financial

Mediator

Parenting Consultant

Custody Evaluator (private or county worker)

Psych Eval

Therapists

OTHER

**ANY Issues Impacting Parenting Time such as:**

**WHAT ARE THE MAIN PROBLEM AREAS OR CONCERNS YOU HAVE THAT YOU NEED OR HOPE GET FIXED NOW?**

**1.**

**2.**

**3.**

**4.**

**5.**

**6.**

**7.**

**8.**

* Abuse, harm, neglect, abandonment (CHIPS)
* Untreated diagnosed (or concerning) mental illness
* Untreated diagnosed (or concerning) substance abuse
* Geographic/distance issues
* Logistical issue (job schedules, school schedules, etc)
* Children’s special needs

**Domestic Abuse**

* OFP’s – ever any OFP? Any OFP in place now?
* Any allegations of abuse?
* Any Criminal charges or convictions of abuse?

**Proximity of Parents – and school for kids**

**(draw map)**

**Other parent’s top 3 biggest worst complaints against you?**

**Worst thing(s) used against you (or could be used against you) that you know are true? (and need to be overcome?)**

**How aware are you of daycare/school teachers? Been to conferences? In communication with them? (Can you/do you track online?) Are you an emergency contact along with the other parent?**

**How aware and/or involved are you of the children’s doctor appointments? (Can you/do you track online?)**

**Parents Work Schedules (Do you and EX work? Fulltime? Part time? Flexibility? Job Security?)**

**Have you taken any parenting or co-parenting classes? Read books?**

**What family, friends, professionals, teachers, etc would be a good “witness” for you – or who could write an affidavit on your behalf to support your parenting?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HOW CAN I HELP?**

|  |  |
| --- | --- |
| **Case Consultant**   * Help you tell your story (affidavit) in way that decision makers can understand better and can’t avoid/ignore * Help identify and articulate problems with the other parent * Defending against accusations against you that aren’t true * Develop charts to organize all issues and evidence – better summary of the facts in your case * Help you defend against an unfair custody evaluation – help you see what matters and what doesn’t * Help with B.I.C. – how to tell your story using B.I.C. * Help analyze agreements and ensure necessary details to prevent misunderstanding, minimize future conflict, and reduce possibility of court in the future.   **Parent Coach**   * Observe parenting time and write reports * Help prepare for/get through custody evaluation * Help with communication with child or other parent – teaching better and more clear communication so no fall out or blame focused on your miscommunication * Conflict Resolution Skills   **Expert Witness**   * B.I.C. – legislative intent and how applied to your case (I was on the MN Child Custody Dialogue Group that wrote them) * dd | **INTERNAL USE ONLY - FILE SET UP**:  Enter into PlanPLUS \_\_\_\_\_  Enter into my Phone \_\_\_\_\_  Start a hanging file folder \_\_\_\_\_  Start Binder \_\_\_\_\_  Print/3-hole punch documents \_\_\_\_\_  Write name on wall/flipchart paper \_\_\_\_\_  Enter into spreadsheet/mass email \_\_\_\_\_  Establish follow-up \_\_\_\_\_  Create a billing sheet \_\_\_\_\_ |