

## **Parenting Consultant Terms and Agreement**

**Name of Parenting Consultant:** Kierstin Case

**Business/Practice Name (if applicable):** Family Progress Partners

**Contact Information:** FamilyProgressPartners@gmail.com

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### **1. Purpose and Scope of Appointment**

This agreement is made between the Parenting Consultant (hereafter “PC”) and the undersigned parties for the purpose of providing Parenting Consultant services as appointed by court order or stipulated agreement.

The Parenting Consultant’s authority is defined by the appointing court order and includes decision-making, coaching, and facilitation on matters related to:

- Parenting time implementation and transitions, including changes to the parenting time schedule
- Holiday and vacation schedules
- Communication about and with the children
- Participation in school, medical, and extracurricular matters
- Minor or temporary schedule changes
- Other child-focused parenting disputes as outlined in the appointment order

**The PC does not have the authority to:**

- Change legal or physical custody
  - Modify child support
  - Resolve legal issues outside the scope of parenting coordination without court approval
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### **2. Parenting Consultant Process**

The PC will engage with the parties through structured communication and may use a combination of:

- Email, phone, virtual meetings, or in-person sessions

- Review of documentation and relevant court orders
- Consultation with collateral professionals (with signed releases)
- Interviews with the children, only when deemed necessary and appropriate

The PC will attempt to facilitate mutual agreement. If agreement cannot be reached, the PC will issue a written decision that is binding unless modified by the Court upon proper motion.

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### 3. Fee Agreement and Deposit

**Hourly Rate:** \$\_\_\_ per hour (billed in 6-minute increments)

**Initial Deposit:** \$\_\_\_ per party due prior to services beginning

Each party is responsible for payment according to the court order:

☐ 50/50 shared equally

☐ Other: \_\_\_\_\_

#### Billing & Retainer:

- The PC will invoice monthly. A satisfied retainer is required to continue services.
- Failure to maintain sufficient deposits may result in services being suspended.
- Time is billed for all professional services, including communication, document review, decision writing, consultation with professionals, and travel time.

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### 4. Case Status: Active, Inactive, Terminated

The PC reserves the right to assign or change the family's status:

**Active** – Family is currently engaged in PC work with no outstanding invoices or unsatisfied retainer balances. Communication is ongoing and issues are under review or decision.

**Inactive** – Family is temporarily not in need of services, or one or both parties have allowed retainer payments to lapse. No issues under review, fees current. May be reactivated upon written request by either party and satisfaction of retainer requirements.

**Terminated – PC services are concluded. Causes may include:**

- PC term of service has elapsed and one or both parties have elected to not renew PC's term

- Court order terminating PC appointment prior to contracted end of service
- Resignation by PC with 30-day notice the family
- Non-payment or lack of participation by one or both parties
- Repeated violations of conduct expectations by one or both parties

The PC will notify both parties in writing of any change in status.

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## **5. Expectations of Conduct**

### **Good Faith Participation**

All parties are expected to participate in the PC process in good faith, including:

- Timely responses (within 48–72 hours unless otherwise specified)
- Honest and complete information sharing
- Reasonable flexibility and child-focused problem-solving

### **Professional Conduct**

- **No audio or video recording** of any PC meetings, calls, or interviews.
- Parties must not threaten, intimidate, or harass the other parent or the PC.
- Use respectful, non-abusive communication at all times.

### **Safety**

- Parties must not engage in behavior that creates safety concerns for the PC, children, or other party.
  - Meetings or transitions may be canceled or modified if safety is in question.
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## **6. Confidentiality and Records**

Parenting Consultant services are **not confidential**. All communication, documentation, and decisions may be:

- Subpoenaed or disclosed in court proceedings
- Reviewed by the appointing judge
- Subject to discovery

**The PC may take notes and retain documentation** but is not required to generate comprehensive records unless requested by the Court. Parties may request a summary or invoice but should not expect transcripts or verbatim notes to be produced by the PC.

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## **7. Communication Protocols**

- All communication with the PC must include the other parent (cc'd or copied), unless otherwise directed.
  - Use of a parenting communication platform (e.g., OurFamilyWizard) may be required.
  - The PC will not engage in ex parte communication about substantive matters.
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## **8. Agreement and Acknowledgment**

By signing below, I acknowledge that I have read, understand, and agree to the terms outlined in this Parenting Consultant Agreement. I agree to participate in good faith and understand the responsibilities and limits of this process.

**Parent/Party A Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Party B Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parenting Consultant:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_