



*A Family Affair Supervised Visitations and Safe Exchanges*  
1624 Dent St.  
Garland, Texas 75042  
Phone: (214) 206-1855 Fax: (972) 432-4140  
[www.a-family-affair.org](http://www.a-family-affair.org)

## **Service Checklist**

Please initial each statement and sign below.  
Return with \$50.00 administrative fee.

- \_\_\_\_\_ Payment is expected 72 hours in advance by cash, money order, cashier's check, or Paypal.
- \_\_\_\_\_ Failure to provide 8 hours advance notice of cancellation of a scheduled visitation period will result in a cancellation fee equal to the amount of the visit, payable by the party canceling visitation.
- \_\_\_\_\_ Failure to provide 4 hours advance notice of rescheduling visitation will result in the entire amount of the visitation to be paid by the party who cancelled the visitation and a \$50 rescheduling fee.  
**Any party who no-shows will be charged the entire fee of the visit.**
- \_\_\_\_\_ If you are more than 10 minutes late picking up your child/children or more than 10 minutes late dropping off If any supervisor is subpoenaed to court to testify, a \$250.00 retainer must be paid in 72 hours in advance of the court time and a fee of \$50 per hour will be billed against that retainer. All hourly time and expenses will be deducted from that fee. The fee will cover to all time spent either on travel time, court time, waiting time, etc. to the party issuing the subpoena.
- \_\_\_\_\_ If you are more than 10 minutes late picking up your child/children or more than 10 minutes late dropping off your child/children by supervisor's watch, there will be a charge of \$1.00 per minute added until your arrival.

\_\_\_\_\_ **No** visitation will take place with any person who appears to be or who is believed to be under the influence of alcohol, drugs, or who appears to be experiencing emotional problems to the extent that the physical or emotional welfare of the child/children might be endangered.

\_\_\_\_\_ During a visit, **no one** will discuss issues related to the divorce, pending litigation, or future living arrangements in the presence of the child/children. No derogatory remarks about the other parent or family members shall be made in the presence of or hearing range of the child/children. No one is permitted to ask questions of a child/children or encourage a child/children to discuss information about the other parent.

\_\_\_\_\_ Any and all communications to parties, parties representatives, courts, therapists other than one phone call to confirm visitation will be bill at the rate of \$1.00 per minute or \$60.00 an hour plus expenses. All communication fees will be billed on the first of every month and are due and payable no later than 10 days from the billing date. On day 11 after the bill is sent a late fee of \$20.00 will be assessed and then every day after the 11<sup>th</sup> day will incur a daily late fee of \$5.00 per day.

\_\_\_\_\_ A \$1.00 per mile for a fuel fee will be assessed for any travel to a visitation site, court hearings/trials, or otherwise that is greater than 10 miles in distance from Garland.

**As proof of having read and agreed to each statement in the Service contract, I am signing in the space provided below.**

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**Print Name**

**Signature**

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**Date**

**Witness**