

(date)  
(Recipient Name and Address)

Re:

Dear Attorney:

As you may know, (firm name) has been appointed to represent the minor child(ren) in the above referenced matter. Please sign the enclosed *Consent to Communicate with Client* authorization and fax it to our office as soon as possible to enable us to speak with your client directly. **Also, please instruct your client to call our office to schedule a meeting as soon as possible.**

In addition, please provide us with copies of any motions filed, any orders entered, and any reports you feel are pertinent. You may also provide any other information you wish us to review.

We will need specifics regarding school, medical care, therapists, and other providers for the child(ren). Enclosed please find a parent questionnaire designed to assist us in our information gathering as well as a financial eligibility form required for our file. We have also enclosed sample releases for your review.

Please instruct your client to complete the questionnaire and financial form and bring it to the initial meeting. We also ask that you review the sample releases with your client. At the initial meeting we will have your client execute completed releases unless you instruct otherwise.

Thank you for your cooperation.

Regards,

THIS IS A SAMPLE ONLY

Consent to Communicate With Client

Re:

Docket #:

I hereby grant permission for the attorneys from \_\_\_\_\_ to speak with my client,

\_\_\_\_\_.

Client's address:

\_\_\_\_\_

\_\_\_\_\_

Client's telephone #

\_\_\_\_\_

\_\_\_\_\_  
Attorney for Plaintiff/Defense (circle one)

\_\_\_\_\_  
Date

THIS IS A SAMPLE ONLY

Re:

Dear:

As you may know, \_\_\_\_\_ has been appointed to represent the minor child(ren) in the above referenced matter. Because you are pro se, we are able to speak with you directly. **Should you retain an attorney, please have that attorney contact us immediately.**

We will need to meet with you privately to discuss your case. At this initial meeting, you should provide us with copies of any motions filed, any orders entered, and any reports you feel are pertinent. You may also provide any other information you would like us to review.

We will need details regarding school, medical care, therapists, and other providers for the child(ren). Enclosed please find a parent questionnaire designed to assist with our information gathering as well as a financial eligibility form required for our file. Please complete the enclosed forms and bring them with you to the initial meeting. At the initial meeting, we will also schedule a time to meet the child(ren).

Please call \_\_\_\_\_ upon receipt of this letter to schedule your appointment.

Regards,

Encl.

THIS IS A SAMPLE ONLY

Date

Parent Name

Address

Address

Re: File name

Dear Mr./Mrs. (Name):

As you know, I have been appointed to represent the interests of your children in your custody and visitation proceeding. I wanted to introduce myself with this letter and explain a little bit about what I will be doing.

To begin with, I would like to meet with each parent and your children separately. I hope to be able to get a feel for what the relationships among you are like and for what your children's needs are. I would appreciate it if you would call my office to arrange for an appointment for yourself. If you or your attorney prefer to have your attorney present when we meet, that would be fine. Please discuss your preference with your lawyer. You should also be sure to discuss whether or not you may speak to me directly or if I should communicate with you through your lawyer. After our initial meeting, I will be available to discuss your concerns regarding your children as the case develops and as you or I feel it necessary.

Before I meet with your children, I would like you to let me know how I should arrange to meet him or her. Some children like to see my office, some like to see the courthouse, some are more comfortable if I come to their home or meet them at school or another neutral setting, such as McDonald's. I am happy to see kids wherever the kids are most comfortable. Please be assured that it makes no difference to me which parent transports the children to see me, but it will make a difference to your children if the issue results in a fight between his or her parents.

I will gather as much information about your children as I can from third parties who know your children well (your pediatrician, the school, etc.) If there is anyone in particular that you believe would be able to offer useful information about your children, please let me know via the enclosed questionnaire. Please also sign the enclosed authorization form.

Mr./ Mrs. (Name)  
Date  
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While I appreciate receiving the information requested on the questionnaire, I will not necessarily contact everyone whose name is provided. I will also very likely contact others whose names you do not provide, but who I believe may be able to offer me a good perspective on your children's needs and wishes. I will make all inquiries as confidentially as possible.

Any information I gather in the course of my representation is my work product, and I will share it with you or others only as, in my best professional judgment, such disclosure will serve your children's interests.

A number of factors will influence the frequency of my contacts with your children after our first meeting, including the children's age, how the children is reacting to the divorce, and how much information I am able to gather indirectly. Please let your children know that he or she may call me directly to ask questions, provide information, or just to talk to me. I am also happy to receive letters from children I represent.

My office hours are 9:00 A.M. to 5:00 P.M., Monday through Friday, and if I am not available, please leave a message with my assistant or answering machine. The answering machine is off at night and on weekends. I do not use e-mail, but you are welcome to fax me any time.

There may be times that I will see or speak with your children without your (or the other parent's) knowledge in advance. What I discuss with your children is privileged information, as are your discussions with your own lawyer.

I will be speaking with the other attorneys from time to time regarding your children and my impressions. As I am sure your attorney has explained, it is usually in everyone's best interest to be able to arrive at an amicable agreement covering all of the issues, including custody, visitation and child support. I will be involved in any discussions which involve your children.

If no agreement can be reached and the case goes to trial, I will also be involved in the trial.

Unless there are very unusual circumstances, you and the other parent will be responsible for my fee as agreed upon or ordered by the Court. I will bill at the rate of \$250 per hour, and I request an initial retainer of \$5,000, unless the Court orders otherwise. If there is no agreement to pay the retainer, I will prepare a Motion asking the Court to order its payment, and will charge for the time necessary to obtain that order. Whatever you pay me for the retainer or otherwise will be credited against your share of the overall fee at the end of the case. I will expect to receive that retainer within two weeks so that I may begin working on your children's behalf promptly.

75 (B2)

Mr./Mrs. (Name)  
Date  
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Enclosed is a more specific statement of your financial responsibilities for my representation of your children. Please sign the enclosed copy to indicate your understanding and agreement and return it to me with the questionnaire and authorization form in the envelope provided.

The fact that you or the other parent will pay some or all of my fee will have absolutely no influence on my representation of your children. I represent your children and my professional obligation and loyalty is to him or her alone.

On a personal level, I am a graduate of the University of Michigan Law School and have practiced law in Connecticut since 1983. For much of that time, I have devoted most of my practice to representing children in Probate, Juvenile and Superior Court proceedings. I do not represent parents in divorces, which I find helps keep my focus on the issues concerning the children. My husband and I have raised two adult children. Please be assured that my only interest in this case is to make sure that your children's best interests are identified and promoted. This is a very difficult experience for your family, and I share your concern for protecting your children as much as possible.

I will look forward to meeting you. Meanwhile, please sign and return the enclosed questionnaire and authorization form in the envelope I have provided.

Very truly yours,

\_\_\_\_\_

Enclosures

THIS IS A SAMPLE ONLY

75(B3)