



Mary Gina Connor, MSW, LCSW
Social Worker/ Mitigation Specialist
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FOR COURT ORDERED CASES

Because your case has been Ordered by the Courts, there is often work associated that is not covered by your insurance carrier. You are required to pay a deposit to cover these costs as they arise.

- A. The parties shall pay for all time spent by Mary Gina Connor, MSW, LCSW, at the rate of \$150.00.00 per hour. *This hourly rate is subject to change on January 1st of each year.*
- B. Time is billed at a minimum of 0.2 hour increments (12 minutes). In general, each Party will be responsible for the payment of 50% of the actual time expended.
- C. Fees will be charged for any and all time Mary Gina Connor, MSW, LCSW spends working on this matter including, all telephone calls pertaining to the matter, reviewing and responding to emails, reviewing letters and other records and written material, consultation with other professionals, including attorneys, preparation of written reports and decisions, round trip travel time and any other time expended in association with your case.
- D. The bill each Party receives will reflect the full hourly rate; however, the time reflected will be the portion for which each Party is responsible. In general, each Party will be responsible for the payment of 50% of the actual time expended.
- E. All copayments for sessions must be **paid at the time of the service** and will **not** be taken from the deposit funds.
- F. The Parties shall make an additional deposit when the previous deposit has fallen below a \$150.00 balance. This deposit shall be an amount equal to the previous deposit or a lesser amount if Ms. Connor reasonably expects that the remaining non-session fees will be less than the amount of the previous deposit.

- G. The statement each Party receives will reflect the Party's account balance. If the Party's account balance is not replenished as required above and any outstanding fees are not paid in full, services may, at Ms. Connor's discretion, be suspended until the balance is paid in full.
- H. Ms. Connor reserves the right to allocate fees disproportionately to either Party.
- I. A final sum of \$150.00 (equivalent to one hour of time) will remain in each Party's account for one year following the last day of service. This amount will be used to cover any costs related to the case after the termination of direct series. (e.g. requests for reports or other records, consultations, etc.) After that time the Parties may request a refund of any unused amount. Requests must be submitted in writing to Mary Gina Connor, MSW, LCSW. In order to be sure that the refund is correctly computed, it will not be paid until completion of the monthly billing statement for the month in which the written request for refund is received.
- J. In the event that one Party does not pay his/her share of the deposit, the other Party may pay the full amount requested and bring a motion to the Court seeking reimbursement for the non-complying Party's share of the deposit and/or costs.
- K. Absent other agreement, Mary Gina Connor, MSW, LCSW reserves the right to suspend all services, including but not limited to, copies of the files and any written reports or recommendations and the cost of preparing any written reports or recommendations, until any unpaid balance is paid in full.

Deposit in the amount of \$ 450.00 received on _____.

Client signature: _____

Witness: _____

COURT APPEARANCE AND FEES

Should Ms. Connor be needed to testify in court, the following will apply:

- A. Court appearance is by **subpoena only** and must be accompanied by a deposit. The fee for Ms. Connor's Court appearance is \$800.00 for a half day (up to 4 hours) and \$ 1,600 per full day (up to 8 hours). Travel time will also be charged (\$200.00 per hour).
- B. In addition to the court appearance, there is a charge of \$800.00 (\$200.00 per hour) for up to 4 hours of preparation time.
- C. In order to insure Ms. Connor's availability, **a subpoena and deposit of \$1,500.00 must be received at least 72 hours in advance of the court date.**
- D. Ms. Connor will not appear in court unless both Parties' unpaid balances, if any, are paid in full.
- E. In the event of cancellation of the court appearance more than one full business day (more than 24 hours) of the court date **one half of the deposit will be forfeited.** If the appearance is cancelled less than one full business day (less than 24 hours), in advance, **the entire amount of the deposit will be forfeited.** If any preparation time has been expended prior to the one full business day cancellation notice that time will be charged at \$200.00 per hour.