



PEREZ MOON PEREZ

PSYCHOTHERAPY & FAMILY COURT SERVICES

PEREZ MOON PEREZ SUPERVISED VISITS
PROFESSIONAL CHILD VISITATION PROVIDER

6700 Indiana Avenue, Suite 110
Riverside, Ca 92506
(951)369-9990
monitor@perezmoonperez.com
Trustline ID# 0931500

Dear Parent,

Thank you for contacting me about supervised visitation. If you are requiring my services, then I have no doubt it is a stressful and uncertain time for you. I hope I can assist you through this difficult situation.

Next Steps:

1. Please email a copy of the court order and / or the restraining order as soon as possible.
2. Both the Custodial and Noncustodial parent must complete the Intake Sheet and the Questionnaire attached and return to me via email.
3. Review the written Rule 5.20, which dictates what visitation monitors should and shouldn't do. Retain a copy of this for future reference.
4. Both parties then must complete the New Client Packet and return via email.
5. Individual Intake appointments for both the Custodial and Noncustodial parent may be required at this Provider's discretion prior to the initial visitation.
6. After both parents have agreed to the recurring visitation schedule and the location of visitations, we can proceed.

I hope the following pages will be able to answer the questions you likely have. If you have any further questions, please email me at monitor@perezmoonperez.com with a good time to reach you directly, and I will give you a call as soon as possible.

Lastly, please **DO NOT** send me screenshots of conversations you have with the other parent. Talking Parents and Family Wizard conversations are monitored by the Court itself. **These are not conversations I should be involved in.**

Thank you,

Catherine Perez
Perez Moon Perez Supervised Visits
Professional Child Visitation Provider
(951)369-9990
monitor@perezmoonperez.com



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INTAKE SHEET

Please fill this out clearly and return.

<input type="checkbox"/>	I am the custodial parent
<input type="checkbox"/>	I am the non-custodial parent

Your Name	
Address	
Home Phone	
Cell Phone	
E-mail	
What county is your case in?	
Court case #	
Child 1 (name and age)	
Child 2	
Child 3	
Child 4	
Availability	
Is there a restraining order?	
If there is a restraining order, please tell me what it says (example: 100 yard stay away; no phone contact; no negative contact, etc.) _____	
Your Attorney's Name	
Attorney phone	
Attorney e-mail	



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CLIENT INFORMATION QUESTIONNAIRE

Attorney Name: _____

Phone: _____

Email: _____

Please fill out the form below.

Reason for court order supervised visitation.

Are there allegations of domestic violence? Y___ or N___ If yes, is there a restraining order?

Are there any allegations of sexual abuse? Y___ or N___ If yes, please explain.

Are there any allegations of physical abuse? Y___ or N___ If yes, please explain.

Do you have a current or past substance abuse issue/problem? Y___ or N___ If yes, are you currently in a substance abuse treatment program? _____ Which substances are you struggling with? (alcohol, meth, prescription drugs) Please indicate:

When was the last time you use and what did you use?

Is CPS involved? Y__ or N___ If yes, do you give us permission to contact the social to discuss the details of your case. Y ___ or N ___ Social worker's name/phone/email:

Why is CPS involved?



Is there anything that may interfere with visitation? (work, transportation, low income, physical health)

Is there anything else that we need to be aware of or are there any safety concerns regarding the children? (child runs away, hurts himself or others, behavioral/developmental/mental health issues, aggressive towards others, etc.)

Is there a possibility of child abduction? Y___ or N___ If yes, please explain.

Has the other parent ever made any threats to harm the children? Y___ or N___ If yes, please explain

CRIMINAL HISTORY INFORMATION

Have you ever been convicted of a crime? Y ___ or N___

If yes, give details indicating the nature and circumstances of each crime and the date and the location in which each crime occurred. If you need additional space, please use the back of this sheet.

YOU MUST DISCLOSE CONVICTIONS, INCLUDING RECKLESS AND DRUNK DRIVING EVEN IF:

- 1.It happened a long time ago;
- 2.It was only a misdemeanor;
- 3.You didn't have to go to court (your attorney went for you)
- 4.You had no jail time or the sentence was only a fine or probation;
- 5.The conviction was later dismissed, set aside or the sentence was suspended



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Have ever been arrested for assault and/or battery against any person (including your spouse)?
Yes / No. If yes, explain

I declare under penalty of perjury under the laws of the State of California that I have read and understand the information contained in this affidavit and that my responses are true and correct. I understand that giving any false or misleading information will result in termination of services.

Print Name: _____ CA Driver's License: _____

Signature: _____ Date: _____



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PROFESSIONAL CHILD VISITATION PROVIDER

*PLEASE REVIEW THE FOLLOWING AND KEEP FOR YOUR RECORDS, SO THERE IS A CLEAR UNDERSTANDING
OF MY ROLE IN YOUR CASE.*

2015 California Rules of Court

Standard 5.20. Uniform standards of practice for providers of supervised visitation

(a) Scope of service

This standard defines the standards of practice, including duties and obligations, for providers of supervised visitation under Family Code sections 3200 and 3200.5. Unless specified otherwise, the standards of practice are designed to apply to all providers of supervised visitation, whether the provider is a friend, relative, paid independent contractor, employee, intern, or volunteer operating independently or through a supervised visitation center or agency. The goal of these standards of practice is to assure the safety and welfare of the child, adults, and providers of supervised visitation. Once safety is assured, the best interest of the child is the paramount consideration at all stages and particularly in deciding the manner in which supervision is provided. Each court is encouraged to adopt local court rules necessary to implement these standards of practice.

(b) Definition

Family Code section 3200 defines the term "provider" as including any individual or supervised visitation center that monitors visitation. Supervised visitation is contact between a noncustodial party and one or more children in the presence of a neutral third person.

(c) Type of provider

Who provides the supervision and the manner in which supervision is provided depends on different factors, including local resources, the financial situation of the parties, and the degree of risk in each case. While the court makes the final decision as to the manner in which supervision is provided and any terms or conditions, the court may consider recommendations by the attorney for the child, the parties and their attorneys, Family Court Services staff, evaluators, and therapists. As specified in Family Code section 3200.5, in any case in which the court has determined that there is domestic violence or child abuse or neglect, as defined in section 11165.6 of the Penal Code, and the court determines supervision is necessary, the court must consider whether to use a professional or nonprofessional provider based on the child's best interest.

(d) Qualifications of nonprofessional providers



- (1) A "nonprofessional provider" is any person who is not paid for providing supervised visitation services. Unless otherwise ordered by the court or stipulated by the parties, the nonprofessional provider must:
 - (A) Have no record of a conviction for child molestation, child abuse, or other crimes against a person;
 - (B) Have proof of automobile insurance if transporting the child;
 - (C) Have no current or past court order in which the provider is the person being supervised; and
 - (D) Agree to adhere to and enforce the court order regarding supervised visitation.

- (2) Unless otherwise ordered by the court or stipulated by the parties, the nonprofessional provider should:
 - (A) Be 21 years of age or older;
 - (B) Have no record of conviction for driving under the influence (DUI) within the last 5 years;
 - (C) Not have been on probation or parole for the last 10 years;
 - (D) Have no civil, criminal, or juvenile restraining orders within the last 10 years; and
 - (E) Not be financially dependent on the person being supervised.

(e) Qualifications of professional providers

A "professional provider" is any person paid for providing supervised visitation services, or an independent contractor, employee, intern, or volunteer operating independently or through a supervised visitation center or agency. The professional provider must:

- (1) Be 21 years of age or older;
- (2) Have no record of conviction for driving under the influence (DUI) within the last 5 years;
- (3) Not have been on probation or parole for the last 10 years;
- (4) Have no record of a conviction for child molestation, child abuse, or other crimes against a person;
- (5) Have proof of automobile insurance if transporting the child;
- (6) Have no civil, criminal, or juvenile restraining orders within the last 10 years;
- (7) Have no current or past court order in which the provider is the person being supervised;
- (8) Be able to speak the language of the party being supervised and of the child, or the provider must provide a neutral interpreter over the age of 18 who is able to do so;
- (9) Agree to adhere to and enforce the court order regarding supervised visitation;
- (10) Meet the training requirements stated in (f); and
- (11) Sign a declaration or *Declaration of Supervised Visitation Provider* (form FL-324) stating that all requirements to be a professional provider have been met.

(f) Training for providers



- (1) Each court is encouraged to make available to all providers informational materials about the role of a provider, the terms and conditions of supervised visitation, and the legal responsibilities and obligations of a provider under this standard.
- (2) In addition, professional providers must receive 24 hours of training that includes the following subjects:
 - (A) The role of a professional provider;
 - (B) Child abuse reporting laws;
 - (C) Record-keeping procedures;
 - (D) Screening, monitoring, and termination of visitation;
 - (E) Developmental needs of children;
 - (F) Legal responsibilities and obligations of a provider;
 - (G) Cultural sensitivity;
 - (H) Conflicts of interest;
 - (I) Confidentiality;
 - (J) Issues relating to substance abuse, child abuse, sexual abuse, and domestic violence; and
 - (K) Basic knowledge of family and juvenile law.

(g) Safety and security procedures

All providers must make every reasonable effort to assure the safety and welfare of the child and adults during the visitation. Professional providers should establish a written protocol, with the assistance of the local law enforcement agency that describes the emergency assistance and responses that can be expected from the local law enforcement agency. In addition, the professional provider should:

- (1) Establish and state in writing minimum security procedures and inform the parties of these procedures before the commencement of supervised visitation;
- (2) Conduct comprehensive intake and screening to understand the nature and degree of risk for each case. The procedures for intake should include separate interviews with the parties before the first visit. During the interview, the provider should obtain identifying information and explain the reasons for temporary suspension or termination of a visit under this standard. If the child is of sufficient age and capacity, the provider should include the child in part of the intake or orientation process. Any discussion should be presented to the child in a manner appropriate to the child's developmental stage;
- (3) Obtain during the intake process:
 - (A) Copies of any protective order;
 - (B) Current court orders;
 - (C) Any Judicial Council form relating to supervised visitation orders;
 - (D) A report of any written records of allegations of domestic violence or abuse; and



- (E) An account of the child's health needs if the child has a chronic health condition;
and
- (4) Establish written procedures that must be followed in the event a child is abducted during supervised visitation.

(h) Ratio of children to provider

The ratio of children to a professional provider must be contingent on:

- (1) The degree of risk factors present in each case;
- (2) The nature of supervision required in each case;
- (3) The number and ages of the children to be supervised during a visit;
- (4) The number of people, as provided in the court order, visiting the child during the visit;
- (5) The duration and location of the visit; and
- (6) The experience of the provider.

(i) Conflict of interest

All providers should maintain neutrality by refusing to discuss the merits of the case or agree with or support one party over another. Any discussion between a provider and the parties should be for the purposes of arranging visitation and providing for the safety of the children. In order to avoid a conflict of interest, the professional provider should not:

- (1) Be financially dependent on the person being supervised;
- (2) Be an employee of the person being supervised;
- (3) Be an employee of or affiliated with any superior court in the county in which the supervision is ordered unless specified in the employment contract; or
- (4) Be in an intimate relationship with the person being supervised.

(j) Maintenance and disclosure of records for professional providers

- (1) Professional providers must keep a record for each case, including the following:
 - (A) A written record of each contact and visit;
 - (B) Who attended the visit;
 - (C) Any failure to comply with the terms and conditions of the visitation; and
 - (D) Any incidence of abuse as required by law.
- (2) Case recordings should be limited to facts, observations, and direct statements made by the parties, not personal conclusions, suggestions, or opinions of the provider. All contacts by the provider in person, in writing, or by telephone with either party, the children, the court, attorneys, mental health professionals and referring agencies should be documented in the case file. All entries should be dated and signed by the person recording the entry.



- (3) If ordered by the court or requested by either party or the attorney for either party or the attorney for the child, a report about the supervised visit must be produced. These reports should include facts, observations, and direct statements and not opinions or recommendations regarding future visitation. The original report must be sent to the court if so ordered, or to the requesting party or attorney, and copies should be sent to all parties, their attorneys, and the attorney for the child.
- (4) Any identifying information about the parties and the child, including addresses, telephone numbers, places of employment, and schools, is confidential, should not be disclosed, and should be deleted from documents before releasing them to any court, attorney, attorney for the child, party, mediator, evaluator, mental health professional, social worker, or referring agency, except as required in reporting suspected child abuse.

(k) Confidentiality

Communications between parties and providers of supervised visitation are not protected by any privilege of confidentiality. Professional providers should, whenever possible, maintain confidentiality regarding the case except when:

- (1) Ordered by the court;
- (2) Subpoenaed to produce records or testify in court;
- (3) Requested to provide information about the case by a mediator or evaluator in conjunction with a court-ordered mediation, investigation, or evaluation;
- (4) Required to provide information about the case by Child Protective Services; or
- (5) Requested to provide information about the case by law enforcement.

(l) Delineation of terms and conditions

The provider bears the sole responsibility for enforcement of all the terms and conditions of any supervised visitation. Unless otherwise ordered by the court, the provider should implement the following terms and conditions:

- (1) Monitor conditions to assure the safety and welfare of the child;
- (2) Enforce the frequency and duration of the visits as ordered by the court;
- (3) Avoid any attempt to take sides with either party;
- (4) Ensure that all contact between the child and the noncustodial party is within the provider's hearing and sight at all times, and that discussions are audible to the provider;
- (5) Speak in a language spoken by the child and the noncustodial party;
- (6) Allow no derogatory comments about the other parent, his or her family, caretaker, child, or child's siblings;
- (7) Allow no discussion of the court case or possible future outcomes;
- (8) Allow neither the provider nor the child to be used to gather information about the other party or caretaker or to transmit documents, information, or personal possessions;
- (9) Allow no spanking, hitting, or threatening the child;



- (10) Allow no visits to occur while the visiting party appears to be under the influence of alcohol or illegal drugs;
- (11) Allow no emotional, verbal, physical, or sexual abuse;
- (12) Allow no contact between the custodial and noncustodial parents unless ordered by the court; and
- (13) Ensure that the parties follow any additional rules stated by the provider or the court.

(m) Safety considerations for sexual abuse cases

In cases where there are allegations of sexual abuse, in addition to the requirements of (l), the provider should comply with the following terms and conditions, unless otherwise ordered by the court:

- (1) Allow no exchanges of gifts, money, or cards;
- (2) Allow no photographing, audiotaping, or videotaping of the child;
- (3) Allow no physical contact with the child such as lap sitting, hair combing, stroking, hand holding, hugging, wrestling, tickling, horse playing, changing diapers, or accompanying the child to the bathroom;
- (4) Allow no whispering, passing notes, hand signals, or body signals; and
- (5) Allow no supervised visitation in the location where the alleged sexual abuse occurred.

(n) Legal responsibilities and obligations of a provider

All nonprofessional providers of supervised visitation should, and all professional providers must:

- (1) Advise the parties before commencement of supervised visitation that no confidential privilege exists;
- (2) Report suspected child abuse to the appropriate agency, as provided by law, and inform the parties of the provider's obligation to make such reports; and
- (3) Suspend or terminate visitation under (p).

(o) Additional legal responsibilities of professional providers

In addition to the legal responsibilities and obligations required in (n), professional providers must:

- (1) Prepare a written contract to be signed by the parties before commencement of the supervised visitation. The contract should inform each party of the terms and conditions of supervised visitation; and
- (2) Review custody and visitation orders relevant to the supervised visitation.

(p) Temporary suspension or termination of supervised visitation

- (1) All providers must make every reasonable effort to provide a safe visit for the child and the noncustodial party.



- (2) However, if a provider determines that the rules of the visit have been violated, the child has become acutely distressed, or the safety of the child or the provider is at risk, the visit may be temporarily interrupted, rescheduled at a later date, or terminated.
- (3) All interruptions or terminations of visits must be recorded in the case file.
- (4) All providers must advise both parties of the reasons for interruption of a visit or termination.

(q) Additional requirements for professional providers

Professional providers must state the reasons for temporary suspension or termination of supervised visitation in writing and provide the written statement to both parties, their attorneys, the attorney for the child, and the court.

Standard 5.20 amended effective January 1, 2015; adopted as sec. 26.2 effective January 1, 1998; previously amended and renumbered effective January 1, 2007.