



SUPERVISED VISITATION CHECKLIST

Thank you for your interest in Supervised Visitation Services with Pineywoods Family Supervision. The first step in receiving supervised visitation services is to obtain a court order or formal agreement by all parties. The order of formal agreement should specifically name Pineywoods Family Supervision as the supervision provider.

Before services can begin, all parties will must to submit the following documents to Pineywoods Family Supervision:

- _____ 1. A true and correct copy of a formal agreement or court order ordering supervised visitation.
- _____ 2. A true and correct copy (includes all pages, file-stamp, and signature of the Judge) of the most recent court order or formal agreement in the suit which includes any formal findings of domestic violence and/or protective orders.
- _____ 3. A signed and initialed copy of the *Supervised Visitation Guidelines* from the Custodial parent and/or party, the parent and/or individual being supervised, and each individual who is authorized by the Court to participate in the supervised visitation or is authorized to transport the children to and from the visitation.
- _____ 4. For each parent/party participating in the supervised visitation, complete and submit the *Supervised Visitation Information Form*, a copy of each party's driver's license or state-issued identification, and a photo of each child involved in supervised visitation.
- _____ 5. If applicable, complete the *Designated Alternate Form* if anyone other than the custodial parent/party will be transporting the children to and from the supervised visit.
- _____ 6. Pay \$25.00 registration fee for initial orientation for services. Each parent/party involved is required to submit paperwork, participate in a short orientation via telephone, and submit a one-time registration fee of \$25.00, unless otherwise directed in the court order. After all parties have submitted the required documents and fee, the Pineywoods Family Supervision will contact each parent/party to set up the orientation and then schedule the visitations.

All documents may be mailed, faxed, emailed, or delivered to the office. If no one is available at the office or if you wish to drop it off after hours, please put documents in a sealed envelope and place it through the mail slot in the door at the rear of the building. Payments may be made via check, money order, or cash.