



## **SUPERVISED VISIT AND EXCHANGE REFERRALS**

Thank you for your interest in Hannah's House Supervised Visitation and Exchange Center. Our business office hours are 10:00 a.m. to 5:00 p.m. Monday through Friday. Before we can assign cases or begin services we will need to have the following information at least 48 weekday business hours before the services begin:

- \_\_\_\_\_ 1. A copy of the **full** Court is helpful. Please include any formal findings of domestic violence or copies of protective orders if either exist.
- \_\_\_\_\_ 2. **Fully completed** intake information from each party. This includes the personal information form, a copy of each party's ID, and pictures of each child involved in our services.
- \_\_\_\_\_ 3. A signed and initialed copy of the rules for use of our services from each person who is authorized by the Court to visit and/or exchange the child.
- \_\_\_\_\_ 4. For visitations, we will need the person with possession of the children to complete a childcare instructions form.
- \_\_\_\_\_ 5. The registration fee from each party involved.
- \_\_\_\_\_ 6. Notice if Family Court Services or Child Protective Services has been involved with the case.

Sincerely,

The Staff of Hannah's House