

Appointment Scheduling Checklist

_____ Schedule appointment (last appt. 2:00 p.m., 1:00 p.m. Friday)

_____ Ask for current telephone number _____

_____ Explain fees and fee application

- ❖ Include the Cause number on the fee application and sign and date on back.
- ❖ Bring proof of income for all income sources including food stamps.
- ❖ If you are eligible for Hoosier Healthwise or Medicaid bring copy of letter of eligibility.
- ❖ If no income, initial declaration statement(s) on back of the application
- ❖ Bring enough money to pay the \$50 fee; and ensure you have change to pay the exact amounts, \$12.50, \$37.50, and \$50.00 depending on whether you qualify for a fee reduction. DRCB does not have change on site and only accepts cash, certified checks or money orders as forms of payment.

_____ Household members

- ❖ Be sure to have correct spelling and birth dates of all household members for completion of screening form.

_____ Explained miss appointment fees

- ❖ There is a \$10 fee for missed appointments. Call at least 24 hours if you need to cancel an appointment to avoid being charged; however, it's understood that emergencies may occur. Should an emergency occur be sure to call to cancel and the fee may be able to be waived. However, no call will result in the \$10 fee.

_____ Explained parking

- ❖ The appointment will take an hour or more; park in a space that allows for at least 2 hours parking; usually street parking located west of Lafayette Street. The Main & Colfax, St. Joseph & Wayne, and the St. Joseph & Jefferson garages have two hours of free parking in designed areas. Avoid parking in private lots to ensure you are not towed.

_____ Explained Cell phone/No record devices policy

- ❖ Cell phones or recording devices are not allowed during interviewing. If you bring a cell phone or any other devices to the office with you, they will be taken and locked away until the interview is completed. Do not bring them.

_____ Confidentiality

- ❖ Information shared is not confidential. Both parties will be informed of the other party's allegations and asked for a response. The final report is submitted to the Court and copies provided to attorneys (if applicable) and/or the both parties.

_____ Letter of Confirmation

- ❖ A letter for your employer confirming the time and date of the appointment can be provided (mailed prior to or provided at time of appointment).

_____ Children, unless infants 6 months of age or younger.

- ❖ Children are not allowed to be with you during the interview and must have an adult supervising them in the waiting room. (Arrange for child care)