

# *The Hope Center*



PSYCHOLOGICAL AND COUNSELING PROFESSIONALS

## **INFORMATION SHEET and AGREEMENT TO RETAIN PERSONAL INJURY EVALUATION Plaintiff**

**Beverly Smallwood, Ph.D.  
The Hope Center, P. O. Box 17918, Hattiesburg, MS 39404  
Phone 601-264-0890; Fax 601-261-0471**

**We appreciate your referral of your client for a psychological evaluation to aid in an accurate documentation of the psychological impact of the injuries he/she has suffered. This information sheet will provide information for you about how we work with attorneys on such cases, what is included in a comprehensive and defensible forensic evaluation, and what we will need from you to get started.**

### ***1. Who is the client?***

**The attorney is the client of the forensic examiner, not the party that the attorney represents. This means that fees for the examination are paid by the attorney. (See enclosed fee schedule.)**

### ***2. What do we need to get started?***

- A. The psychologist who will be conducting the evaluation will have an initial conversation with you to get an initial overview of the case and the issues to be explored in the evaluation.**
- B. You will provide any court orders which relate to the examination or to any professional responsibilities we would have in this case.**
- C. We will want to review all medical records and any other discovery. Please provide as many records, medical and otherwise, as you have available prior to the initial appointment with the plaintiff, and send any others as soon as you have them. It is the responsibility of the retaining attorney to provide those records.**
- D. After our initial discussion with you about the case and review of available records, we will outline a plan for the evaluation and provide an estimated cost. We request payment from the attorney of**

\$2000 retainer with the balance of actual costs due when the report is delivered.

E. We must have a signed copy of this retainer agreement.

3. *What are the components of a forensic examination?*

While there can be some variation in the process listed below, depending on an assessment of an individual case, these are the typical steps in the examination process.

- A. Consultation with the retaining attorney
- B. Review of all records.
- C. Initial interview of the individual(s), in which we obtain informed consent, take an initial history of the incident(s) that are the focus of the lawsuit, identify collateral witnesses to be interviewed, and identify other records or sources which may substantiate the person's claim.
- D. Second interview of the plaintiff(s), in which we do a comprehensive mental status examination, conduct an assessment of both practical and psychological losses, gather personal and family history that aids in the evaluation of competing theories regarding any psychological symptoms.
- E. Conduct psychological testing. Psychological testing includes the assessment of various psychological disorders, both pre-existing conditions and those which began subsequent to the event(s) in question in the litigation, e.g., depression, anxiety, post-traumatic stress disorder, psychotic disorders, personality disorders.
- F. Interview collateral witnesses.
- G. Synthesize and integrate all information into a detailed report, with opinions regarding the extent of the damage and prognosis.
- H. Give testimony in deposition.
- I. Give testimony in court.
- J. Consult with attorney throughout the process.

4. *What are the estimated costs for this evaluation?*

**EVALUATION**

(May include, depending on the case, consultation with attorneys, several hours clinical interview with the client, interviews with collateral witnesses, psychological testing, consultation other experts, review of records, reading of depositions, and preparation of an extensive

and detailed report)

\$185 per hour  
Estimate: \$3500

**PREPARATION FOR DEPOSITIONS AND/OR COURT TESTIMONY (typically spend 8-10 hours in preparation for each)**

\$185 per hour

**DEPOSITION testimony**

- Billed in 1/2 - day periods
- Cancellations four or less working days in advance billed at full fee

\$250 per hour

**COURT testimony**

- In Hattiesburg, MS, may be billed in 1/2 - day periods; per full-day if psychologist must be available for that day
- Out of town, billed in full-day periods
- Cancellations less than one week in advance billed at full rate

\$1000 per 1/2 day  
\$2000 per day

**TERMS:**

*Evaluation*

- \$2000 retainer prior to scheduling evaluation
- Balance upon delivery of final report

*Deposition*

- Full amount due the day of the deposition

*Court Testimony*

- Due within 30 days of testimony

*I understand these terms and wish to retain Dr. Beverly Smallwood as a forensic examiner in the following case:*

\_\_\_\_\_ v. \_\_\_\_\_  
\_\_\_\_\_

Plaintiff's full name \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email (if known) \_\_\_\_\_

**If there are additional plaintiffs, please complete the above information on the back of this sheet.**

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**Retaining Attorney, Firm**

\_\_\_\_\_ **Plaintiff's Attorney**\_\_\_\_ **Defense Attorney**\_\_\_\_  
**Date**