

The Hope Center



PSYCHOLOGICAL AND COUNSELING PROFESSIONALS

INFORMATION SHEET and AGREEMENT TO RETAIN PERSONAL INJURY DEFENSE

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The Hope Center

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We appreciate the opportunity to work with you in the defense of a personal injury suit. This information sheet will provide information for you about how we work with attorneys on such cases, what is included in a consultation of this nature, and what we will need from you to get started.

1. Who is the client?

The attorney/firm is the client of the forensic psychologist, not the party that the attorney represents. This means that fees for the examination are paid by the firm and/or insurance company. (See enclosed fee schedule.)

2. What do we need to get started?

- A. The psychologist who will be conducting the consultation 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 – e.g., medical, psychological, academic, occupational - as you have available. We will discuss with the retaining attorney any additional information which may be called to provide a comprehensive evaluation of the case. It is the responsibility of the retaining attorney to assist in securing the necessary records.**

D. We must have a signed copy of the retainer agreement, along with a \$2000 retainer. Should the consultation exceed the amount of \$2000, the additional fees are due when the report is delivered.

3. *What documents are needed?*

- A. Contact information (name, phone, address, email, fax) for retaining firm's professionals with whom we will be communicating;**
- B. "The File," including all medical and psychological records, academic records, occupational records, depositions, and any other information related to the case (We need to see it all, even if it does not seem relevant.);**
- C. Reports, testing, documentation from psychological/psychiatric experts for the plaintiff;**
- D. Names/contact information for any collateral witnesses who may be able to provide information about such issues as the plaintiff's previous/current functioning.**

4. *What are your policies regarding expert testimony?*

Expert testimony, if required, should be scheduled as far in advance as possible. Depositions may be scheduled simply by talking with my assistant, Ashley Sumrall. Depositions are scheduled and billed in 1/2-day increments. Cancellations less than one week in advance are billed at full fee.

Court testimony necessitates clearing my clinical/consulting schedule for at least a full day because of the uncertainty of court schedules. We cannot be "on stand-by" (as some attorneys have requested) for multiple days without payment for those days. Fees for trial testimony are billed in one-day increments. Cancellations less than one week in advance are billed at full fee.

5. *What are the estimated costs for this consultation?*

That depends on the volume of information to be reviewed and whether testimony is required. Below is the fee schedule.

**Records review, consultations with attorneys, \$185 per hour
interviews of other witnesses, report preparation,
preparation for depositions or trial**

**Depositions \$275 per hour
(Billed in full if cancelled less than 1 week in advance)**

**Court testimony
(Billed in full if cancelled less than 1 week in advance)
Travel expenses (mileage, hotel, etc.) if applicable**

\$2200 per day

TERMS:

- **\$2000 retainer:**
- **Any balance upon delivery of final report;**
- **Depositions paid on that day;**
- **Court testimony paid within 30 days of appearance.**

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

_____ v. _____

Retaining Attorney, Firm

Date