

DATE:

TO: _____, Petitioner
_____, Attorney for Petitioner
_____, Respondent
_____, Attorney for Respondent

FROM: _____, FENE Provider

RE: Financial Early Neutral Evaluation Appointment

You have been scheduled to meet with me for a Financial Early Neutral Evaluation (FENE) on:

(Day, Month, Year, Time), at (Address).

Petitioner, Respondent, and their attorneys, if they have any, must attend the session and be available to meet for at least three (3) hours.

Please do not bring friends, children, or other family members as they will not be included in the session. Also, there is no supervision of children available, so you must make child care arrangements for young children.

Attorneys and/or pro se parties should come prepared to describe and explain what each party wants regarding property division, spousal maintenance, child support, and any other financial issues. You will need to bring a completed Statement of Assets and Liabilities to the ENE session. Documentation regarding any financial issues (appraisals, etc) will be helpful.

Fees:

_____ shall pay _____ for the initial 3-hour evaluation.
_____ shall pay _____ for the initial 3-hour evaluation. These payments shall be made prior to or at the initial evaluation session, but *prior to the commencement* of the evaluation. If additional evaluation time is necessary, _____ shall pay _____ per hour and _____ shall pay _____ per hour for the Financial Early Neutral Evaluation Provider's services. Fees for additional provider hours shall be paid at the conclusion of each session. Payment shall be made by Cash, Money Order, or Bank Check; personal checks will not be accepted.

Documents:

The following documents must be provided to me at least two (2) business days prior to your initial 3-hour evaluation [examples of things providers may request]:

- Your Initial Case Management Data Sheet (completed)

- The enclosed Intake Form (completed) [Providers should create their own based on info. they find necessary/helpful to have in advance, if any.]
- The enclosed Statement of Assets and Liabilities (completed)
- Documentation regarding any financial issues (appraisals, etc.)
- A copy of the Petition/Motion that was filed with the court for this case

These documents should be mailed/emailed to:

Attn: _____

Address: _____

at least two (2) business days prior to your initial 3-hour evaluation.

ENE Provider:

This is your assigned provider. Please do not contact the provider unless an emergency arises and you are unable to attend the FENE session as scheduled.

(Provider's Name), (phone number)

I look forward to assisting you in resolving the financial issues of your case.

Encl.