



Limited Liability Company  
*Resolving Conflict & Helping Families*

Fresno - 2350 W. Shaw Ste. 130 {Shaw/VanNess}  
Madera - 300 E. Almond Ste. 108A {West of Hospital}

*Disregard documents with old address of 5070 6<sup>th</sup> St. or Suite 124*

**Main Contact: Heather C. Tackitt, JD - Owner**

*Alison Pratt, BSM, LDA -Legal Document Preparation  
Rebecca Castillo, MPA - Spanish Services & Assistant  
Emily Pratt - Resource & Office Assistant  
Michelle Marquez, Avery Judd, Maddie Donahue, Marissa  
Martinez, and Max Martinez- Resource Assistants*

*See website for full explanation of services.*

Ph. (559) 400-5425 Fax (559) 354-0188

Main Email - [CoreTsolutions@att.net](mailto:CoreTsolutions@att.net)

**For Service Enrollment, please use**

[CoreTsolutionsEnroll@yahoo.com](mailto:CoreTsolutionsEnroll@yahoo.com)

Web: [www.CoreTsolutions.com](http://www.CoreTsolutions.com)

## FAMILY AND JUVENILE COURT RESOURCE SERVICES REFERRAL GENERAL INTAKE FORM

Please indicate which service you are enrolling in. You must complete the form in all required and relevant areas and either email or fax it to our office upon completion. *You can also send back via US Mail or personally deliver it, but please call prior to assure someone is available to assist you.*

**All clients must complete this section:**

**PLEASE PLACE AN (X) NEXT TO ANY SERVICE YOU ARE ENROLLING IN.**

**Co-Parenting Classes: 12 hour courses**

Cooperative & Parallel parenting and High-Conflict Course - Basic  
Class/Specialized hours given as well.

Impacted by Domestic Violence - Specialized Class

Impacted by Substance Abuse - Specialized Class

Impacted by Mental Health issues - Specialized Class

Parenting Class: 12 hour course

Drug and/or Alcohol Assessment

Private Mediation

Discussion Groups

Client Transport service

Anger Management - 12 hour course

Drug Testing/Collection:

Supervised Visit or Exchanges:

Legal Document Assistance – *appt. are set by Alison Pratt, LDA*

**CONTACT INFORMATION:** Please provide all contact information and court case information. All clients **MUST** complete this section:

### YOUR INFORMATION:

Name:

Address:

Phone Number –

Email - (Must provide an email address)

Employer and address/ph.  
Attorney name and contact information including email:

**OTHER PARTY INFORMATION:**

Name:  
Address; Phone Number –  
Email:  
Employer and address/ph.  
Attorney name and contact information including email:

Court Case Name: Case Number:

Is there a current order?  Yes or  No.

*If yes, please provide a full copy of the Order or the most recent Minute Order if the Order After Hearing is not fully completed yet.*

General summary of the Order is:

**The Co-parenting courses and Parenting Courses meet the required (12) hour curriculum standards set by the Fresno Superior Court and other surrounding Valley Courts.** The classes are offered on average, every 4 weeks, usually on Tuesdays and Wednesdays 5PM – 8 PM. When you complete the intake, we will let you know when the next available class will start. Our website calendar will be updated as well.

**At least one Spanish Co-Parenting Class will be offered every 2 months.** The schedule will be maintained by the Bi-Lingual Instructor, Rebeca Castillo M.A., and she will update all clients immediately.

**The Co-Parenting course fee is \$325.00, but we offer a \$25.00 discount for low-income families.** We will also make payment arrangements with you, with minimum \$85.00.00 payments. The Certificate of Completion will be provided after completion of the Class and upon payment in full.

**Drug Testing fees are managed by Reliance Drug Testing.** We will do the intake (\$25.00 FEE) and refer you to their services.

**Please note that all clients who seek supervised visits and exchange services must:**

- 1 - Meet with a staff member and complete an Orientation interview, held Mondays at 4 PM- price \$50.00.
- 2 - Complete all intakes and sign all contracts related to California Rule of Court rules and our company policies.

We will not provide any services until any and all requirements are completed.

**BELOW, PLEASE FILL OUT ONLY THE SECTIONS THAT APPLY TO THE SERVICE/S YOU ARE ENROLLING IN.**

**FOR CO-PARENTING CLASS (OR) PARENTING CLASS CLIENTS:** If you are attending Co-parenting or Parenting classes, please complete the following questions:



**If you have a current Restraining Order against the other parents and/or your case involves any history of domestic violence, you will not be enrolled in the same class.**

**What is your current knowledge about healthy Co-parenting or Parenting?**

**Have you attended Co-parenting or Parenting classes before? Yes or No**

**Do you believe you need to learn how to better Co-parent / Parent or do you perceive the other parent to be the “problem parent?” (OR) Do you both need assistance in this area?**

**Do you believe you can learn new co-parenting skills or new Parenting skills?**

**Upon attendance, if domestic violence is an issue, do you believe you will gain skills to help you and your children better deal with the perpetrator?**

**FOR DRUG TESTING AND DRUG & ALCOHOL ASSESSMENT CLIENTS:**

**Appointments must be made to go over testing and assessments. If you are seeking a Drug and/or Alcohol assessment or Drug Testing services, please answer the following questions:**

**Drug and/or Alcohol Assessments:**

**Have you ever completed a drug/alcohol assessment before? Yes or No.**

- If yes, what type: Drug or Alcohol or Both?
- When and what were the overall results?
- Do you have those assessment reports available for review?

**Self-referred or Court ordered to contact CoreTsolutions?**

**Drug Testing/Collection:**

**Have you ever taken a drug test? Yes or No. If yes, for what purpose and what were the results? (i.e. for work, positive for marijuana – have px)**

**Are you self-referred or Court ordered to take a drug test?**

- If court ordered, do the terms require scheduled or random testing?
- Who is ordered to pay for the registration and testing?
- Note: You must provide a current phone and email address for us to contact you.

**OTHER details the court has included in your drug testing terms:**

**FOR SUPERVISED VISIT AND EXCHANGE CLIENTS:** Supervised Visits / Exchanges require separate orientation appointments, which are held every Monday at 4:00 PM. You must complete an Orientation before services can begin. If you are seeking supervised visitation or exchanges, please answer the following questions:

Are you the primary parent or the parent who must have supervised visits/exchanges?

How many children will be part of the visitation program? What are their ages?

Main reason Court has ordered supervised visits or exchanges?

Is the supervised parent currently on parole or probation? Yes or No.

- If yes, please provide all Court / Agency reports detailing the terms of Parole or

Probation and the most current Parole/Probation officer report.

Please list all CPS History:

Please list all law enforcement contacts: *(Summary of calls made, arrests, etc...and the reasons for the calls.)*

How many hours per month/week are you allowed to have supervised visits? *(Please note that although you may be entitled to 4 hours per month, our scheduled visit program may not accommodate such. )*

Custodial Parent's Car description and license plate # -

Visiting Parent's Car description and license plate # -



**ANY CONVICTIONS OF CHILD SEXUAL ABUSE WILL PRECLUDE A PARTY FROM PARTICIPATING IN SUPERVISED VISITS WITH OUR COMPANY.**

If the parent is under investigation and there is not a conviction on record, the suspected parent must have only "one-on-one" visits under supervision with a security staff member, and no longer than 1 hour in duration. He/she cannot participate in group visits until the Court indicates that the parent is no longer under investigation, and they are not a risk to children.

**\* Please note that all clients who seek Supervised Visits and Exchange services must:**

- Meet with a staff member and complete an Orientation interview,
- Complete all intake forms and sign all contracts related to California Rule of Court rules, and
- Sign all forms related to our company policies. \_

**We will not provide any services until any and all requirements are completed.**

**PRIVATE MEDIATION CLIENTS – You will be sent a separate Questionnaire when you enroll.**

**Client Transport Services – *this service is sub-contracted out.***

Name of Case :	Case Number:
Party to be transported:	
Days and Times of transport:	
Locations of pick up and drop off:	

**Each service provided by CoreTSolutions, LLC has its own package of information that will be supplied to the client at their first scheduled appointment. Packages include:**

- ***Fee Contracts,***
- ***Policy and Procedures,***
- ***Client Feedback/Surveys and Complaint Forms.***
- **The Co-parenting classes have full PowerPoint lectures that will be supplied to all clients for their keeping.**

**Thank you for contacting us. We look forward to serving your family.**

***CoreTSolutions Staff***

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