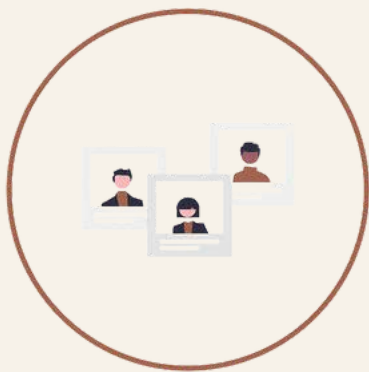




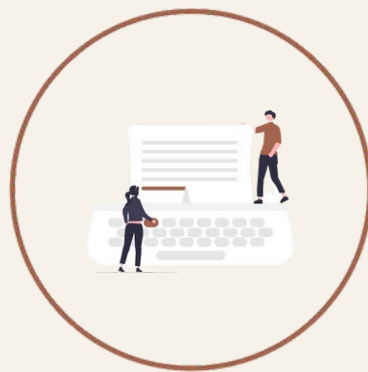
FAMILY
REPORT
WRITERS
NETWORK
Collaborative Professional Support

*Providing Administrative
and Professional Support
to Family Report Writers*

*Access to Experienced
Single Experts in one place*



Connecting Lawyers
with Single Experts



Complete Admin
Services for
Report Writers



Peer
Clinical Supervision





Being a Single Expert Witness working with children and families is challenging but important work. We are a network of like-minded mental health professionals who believe in collaboration and support.

Now, more than ever, it will become crucial for clinicians writing reports in the field of Family Law to surround themselves with professional peer support and ensure that they have professional and clear administrative processes in place.

The scrutiny on Single Experts will only increase as the industry moves to become more regulated and accountable.

The Family Report Writers Network was established to provide solutions to two needs for clinicians doing this hard work in private practice:

- *Providing full remote professional administrative support for Report Writers, whilst clinicians can remain working for themselves under their own brand and name*
- *Providing collegial support, peer supervision and a networking community to clinicians working in a space that can be clinically challenging, professionally risky and feel personally isolating.*

PROFESSIONAL ADMINISTRATIVE SERVICES

Working in the space of Family Law is challenging enough. Outside of the clinical expertise and time required to prepare a complex and skilled Expert Report, there are multiple administrative steps and considerations before interviews even commence.



Screening referrals, developing acceptance terms and conditions, allocating interview dates, fee payment policies, acceptance of reading material and cross examination are just some of the areas that need clear and professional administrative procedures.

“Providing done-for-you admin services so you can focus on your clinical work”

Clinicians want to hand over this administrative load. But even recruiting and onboarding the right person is time consuming and expensive. They want to simply concentrate on what they do best and free up their mental load to focus on the families that they are assisting.

Not just any receptionist can do this work - they must have an understanding of the Family Court process, converse in legal jargon, act independently and professionally at all times, and be able to manage several stakeholders.

Our admin staff have been doing exactly this for years.

We have finely tuned policies, procedures, templates and systems to ensure things run smoothly.

Administrative Services Provided



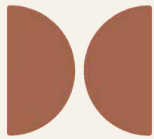
Handling New Enquires

Responding to litigants or legal representatives
Representing clinicians areas of interest and expertise
Sending out clinicians CV, fees and availability and terms of engagement



Booking Reports

Liaising with third parties
Ensuring funds are in trust
Receiving and compiling Orders and Letters of Instruction
Sending out interview schedules with reminders
Organising the delivery of reading material



Invoicing and Financial Reporting

Issuing invoices including non-refundable holding deposits
Following up on payments due prior to interviews
Issuing receipts
Availability of full financial reporting for tax purposes



Other Services

Sending completed Reports to Court and notifying parties
Liaising with third parties if cross-examination is required
Booking and invoicing for cross examination
The optional availability of beautifully appointed consulting rooms 20 minutes from Sydney CBD
Letters of Instruction
Sending out interview schedules with reminders
Organising the delivery of reading material

PROFESSIONAL PEER SUPPORT

Working as a Single Expert supporting families litigating in the Family Court is important but difficult work.



*Clinically Challenging
Emotionally Draining
Professionally Risky
Personally Isolating*

Many clinicians attend conferences and events a few times a year mostly to be able to connect with each other, debrief and feel professionally connected. However, even the most experienced Family Report Writer needs a collegial network of like-minded peers that they can turn to when needed for professional and personal support.

The need to be part of a collegial network will become even more crucial as the role of Single Experts in the Family Court will be under increasing scrutiny and move towards more regulation.

The Family Report Writers Network offers a professional support network that includes:

- *An online “Mastermind” session monthly with facilitated clinical discussions and guest speakers*
- *Access to sample reports, shared papers, resources, templates and presentations*
- *Closed LinkedIn Group for communication and support between monthly sessions*

How do I join the Family Report Writers Network?

Just contact us and we can arrange a 15 minute Zoom call to chat about your needs, answer any questions and talk through the next steps of getting you onboard!

How much does the Family Report Writers Network cost me?

We are a virtual administration service as well as providing professional and peer support. We charge a percentage split on clinicians fees for Reports that are administratively handled by us. Please contact us for details.

Can I work under my own name and brand?

Yes, absolutely. The Family Report Writers Network is only providing the administration for you. Clinicians are working for themselves under their own brand and name.

Can I work elsewhere whilst using your service?

Yes, absolutely. Clinicians who are part of our network often have other work doing private therapy or work through the Courts as a Family Consultant. There is absolutely no restrictions on where you work.

Do I need to pay a fee during times I am not completing reports?

No. Our fees are calculated as a percentage of the fees collected by you doing private Court Reports using our admin services. So if you want to take a break from Reports or take them on periodically, then you won't pay anything unless you are collecting fees yourself.

Do I need to complete a minimum number of Reports if using your service?

No, you can take on Reports as frequently or infrequent you like! You work for yourself, so you set your own diary management.

Who sets the fees for my Court Reports?

You do! You work for yourself as a private practitioner so you will set your own fee schedule.

Do I need to use your consulting rooms if I have my own practice?

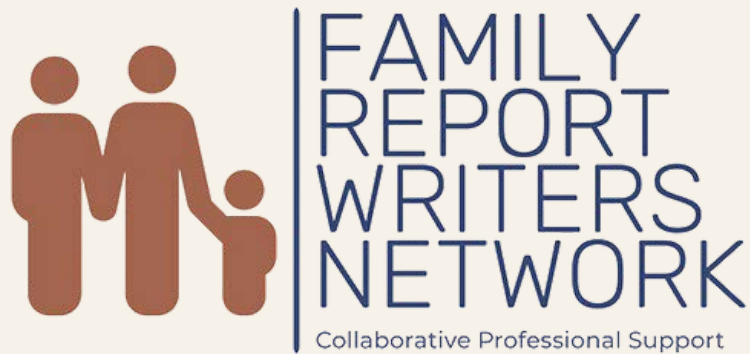
We have beautiful consulting rooms in South Hurstville, Sydney if any of our clinicians need a space to interview families. However, most of our clinicians have their own rooms and practices and work from there. There is the option to use our space (included in your fees) only if you want or need to.

Can I follow my own clinical methodology for conducting assessments?

Absolutely. As you work for yourself you will have full control over how your assessments are conducted. During your onboarding process we will spend time documenting exactly how you want your assessments to be conducted. Clinicians in the network only follow our administrative procedures - which include taking advantage of our pre-existing forms, engagement letters, policies and procedures.

Who are the admin staff who will be managing my matters? Can I contact them directly?

Our staff are experienced and trained in the administrative side of conducting Expert Assessments for the Family Law Courts. They have already been doing this work for years and have made personal contacts and relationships with Family Lawyers in Australia. You can absolutely contact them within business hours and know that someone is personally managing your Report matters.



Want to find out more about how you can join this growing professional community and have your admin taken care of?

Contact us today to book in a 30 minute discovery call.

info@familyreportwriters.com.au
www.familyreportwriters.com.au