

**Child and Family Investigator Policies**  
**Carolyna Smiley-Marquez, Ph.D.**  
**P.O. Box 211 Hygiene, CO 80533**  
**[carolyna@smileyandcompany.com](mailto:carolyna@smileyandcompany.com)**  
**303-772-1714**

I provide Child and Family Investigator (CFI) services within the scope of the court order that has appointed me to your case. My role is one of an independent investigator for the court. My job is to learn everything I can about the needs of the children based on their ages and the family situation. I meet with and interview all interested parties including the children, review documents, collect information and write a report that includes a recommendation to the judge or magistrate regarding what may be best for the child, each child or the children involved.

As a CFI, I am not allowed to serve as a mediator, psychotherapist, legal advisor or arbitrator. If I find that the children are not optimally cared for, or that the parents' conflict or interactions are harmful but not abusive or negligent, I will develop plans to address the problem and will include them in my report or recommendations to the court. However, if I suspect or know that the child/ren are being neglected or abused, I will inform law enforcement and the department of social services.

I have multi-disciplinary master's and doctorate degrees in the humanities and education, passed the National Counselor Examination and have been licensed by the State of Colorado as a Professional Counselor since 2004. I have participated in specialized training as a Child and Family Investigator with the Colorado School of Family Therapy. Additionally, I have worked as a legal investigator for over twenty years in a variety of fields and with diverse populations. I maintain my interdisciplinary skills by attending professional training programs, courses and conferences on a regular basis and by through an active reading schedule of the literature related to my work. I have worked as a teacher, counselor, faculty member, hospital administrator and consultant during my career.

I have five grown children and five grandchildren of my own and understand the importance and significance of the work that I do. As a result of my work as a CFI, I have an opportunity to visit with parents, children and their extended families that are involved in separation and divorce. It is never easy for any of the parties. My job is to provide a judge or magistrate with more information about the needs and interests of the children and of their families than can be gained in a formal courtroom hearing. I am required to remain neutral and to seek the best interests of the children and the family. If you would like more information, my resume is at <http://www.smileyandcompany.com/resume.html> .

My primary responsibility is to the court in behalf of the children involved. While I will handle sensitive information carefully, communications with me are not confidential. My file and my report are confidential to the appointing judge or magistrate, the parties in the case and their lawyers. I will reveal the file and report only if ordered to do so by the court. I have no private communication with the court and at the close of the case, the judge or magistrate is required to terminate my appointment.

I charge for my services on a sliding scale based on your income and the number of people you directly support and I accept state-paid cases. My charges include all professional time spent on the case including visits, phone calls, letters, e-mails, travel, meetings, court appearances, consultation with attorneys and experts, etc. I will disclose all my activity to you every month on your detailed bill. If you are not a state case, and once you have verified your total gross income to me, I will quote an hourly rate for you. I require a retainer which I will hold in a special bank account. I will send you a monthly bill so that you will know how your money is being spent.

Unless the court orders otherwise or an emergency occurs, I will not begin working on a case until the retainer is paid. At the close of the case, I will refund to you any money that has not been used for my fees. If the retainer is expended, I may require that it be replenished, or I may simply continue to bill you each month and you will pay as you go. If you have difficulty keeping current with my bill, please contact me to discuss arrangements. You are expected to pay for my services and I have legal right to seek a judgment from the court and pursue legal collection if necessary.

If you have any concerns about my work, please feel free to discuss your concerns with me. If you feel that I have behaved unprofessionally, unethically or have violated state regulations, you may contact the Colorado Department of Regulatory Agencies, Licensed Professional Counselors Examiners Board at 1560 Broadway, Suite 1350, Denver, CO 80202, 303-894-7800.