



**DALLAS COUNTY  
DOMESTIC RELATIONS OFFICE  
FAMILY COURT SERVICES DIVISION**

## **Social Study Instruction Letter**

To all prospective clients;

This office has received a court order to complete a social study in your case. Your cooperation is requested in providing information, which will help in understanding you and your family. When doing a social study, the goal is to evaluate the way in which each parent contributes to the physical, emotional and social development of the children. In order to expedite the services, you are asked to complete the following tasks:

**FIRST:** Please read and complete the enclosed Personal History information form. Make a copy for your records if you so choose, and mail it back to your counselor within 10 days. When you arrive for the orientation or first appointment you will be asked to read and sign an Advisement Form which indicates you understand that the information you, your children or community sources provide cannot be kept confidential. It will be used in compiling a report for the court, copies of which, must also be provided to the attorneys of record or to clients who represent themselves. You may preview a copy of the Advisement Form, or review additional information, on the Family Court Services web site at [www.DallasCounty.org](http://www.DallasCounty.org). Go to the Family Court Services home page and browse the available information.

**SECOND:** You will need to attend Orientation on Tuesday, (to be scheduled) at 8:30 a.m. in this office. Our office is on the Seventh Floor of the George L. Allen, Sr. Courts Building, 600 Commerce, Suite 776. This may take most of the morning so, please make appropriate arrangements for parking, childcare and time off from work. **PLEASE DO NOT BRING CHILDREN.** Your first interview will follow the orientation and may be a joint interview with the other party.

**THIRD:** Please bring copies of school aged children's report cards for the current year and the last school year.

**FOURTH:** Please ask your employer to mail a letter of employment verification/reference to me. Also, have your references' mail their completed reference form or letter directly to me at the address below. These letters are not required by your first appointment, but they are needed as soon as possible.

**FIFTH:** Please call me to confirm receipt of this information. If you have attended orientation in this office, either for mediation or a social study, within the last twenty-four months, please inform me at the time you call. You do not need to repeat the orientation.

Sincerely,

(The counselor assigned to your case will sign your letter.)

**Family Court Counselor**

Direct Line (Your counselors direct phone number will be provided for your convenience in contacting them)

cc: ( A copy of this letter will be sent to your attorney)