

Supervised Exchange Agreement

The purpose of the Supervised Exchanges is to foster healthy family relationships by providing a safe and comfortable environment for children and their families at no costs.

VISITATION CENTER CONTACT INFORMATION:

Supervised Exchanges take place at the Visitation Center which is located in the Family Law Center. The Visitation Center operates on the first, third and fifth weekend of every month as determined by Fridays.

Location	Contact	Operating Hours
Tarrant County Family Law Center 200 E. Weatherford Fort Worth, Texas 76196	Visitation Center: 817-212-7296 During Operating Hours Only Email us at: fcsvisitation@tarrantcountytx.gov	1 st , 3 rd , and 5 th Weekends (As determined by Fridays) Friday 5:45 p.m. to 6:15 p.m. Sat. 8:30 a.m. to 6:15 p.m. Sun. 12:30 p.m. to 6:15 p.m.

Participant may call the Domestic Relations Office during regular business hours at (817) 884-1616 for general questions, to update any change to their address, phone number or email address, and to report a known cancellation to an upcoming visit.

SCHEDULING EXCHANGES

Intake paperwork must be fully completed by all parties before Supervised Exchanges can start. Both parties will receive an email notice of the day and time of the week the exchanges will occur.

Transporting party arrives at: _____ for drop-off on: _____
Visiting party arrives at: _____ for pick up on: _____
Transporting party arrives at: _____ for drop-off on: _____
Visiting party arrives at: _____ for pick up on: _____

Any changes to contact information must be reported to the Domestic Relations Office immediately. If a party needs to add a designee to the approved list for pick up/drop off, email us at fcsvisitation@tarrantcountytx.gov or call 817-212-7296 on the day of the exchange. Unapproved persons will not be permitted to pick up children.

Transporting party may designate a competent adult not otherwise prohibited by the court for dropping off and picking up. Identification and notification of the designated adult must be emailed to fcsvisitation@tarrantcountytx.gov before the visit.

RULES FOR ALL PARTIES

Use of the Visitation Center is a privilege contingent upon following the rules. Violations of Rules will result in revocation of use of Visitation Center and possible notification to the court.

1. **Do not argue or be disrespectful** with the Visitation Center Staff or other participants.
2. **Visitation Center Staff will not relay messages**, instructions, or items for either parent.
3. **Do not wear clothing that may be considered revealing**, including crop tops, midriffs, plunging neck lines, micro shorts, micro skirts, overly tattered, or sheer.
4. **Do not bring friends or family to the Visitation Center.**
5. **Do not attempt contact with the other party or interfere with the visit of the children.** If you, your family, or friends attempt to contact the other party or the child(ren), supervised exchange privileges may be terminated. This includes non-physical contact such as waving, watching, gesturing, talking, yelling, and recording.
6. **Participants may not video or audio record** in or around the Visitation Center.
7. **You are to remain in the building or vacate the building as directed** by the staff.
8. **Questions and concerns** unrelated to the immediate safety of the children will not be addressed during the Visitation Center's operating hours.

ARRIVING FOR THE EXCHANGE

Parties should **arrive immediately prior to the scheduled time**. Expect the doors to be locked until the scheduled time. Entry will not be allowed before the scheduled time. Failure to arrive on time may be cause for notification to the courts.

General Rules:

1. Follow all instructions from the staff.
2. Participants and designees are not allowed to remain in the vicinity of the Visitation Center outside the immediate start /end time for their exchange. Participants and their designees are expected to park a block away as not to be visible from or disrupt the Weatherford Street Visitation Center entrance.
3. Visitation Center staff will check all bags and packages. Participants will be asked to leave the bag in the car or to leave the premises should they refuse a search.
4. Children will wait with their parent/parent designee in the designated waiting room. Parties in the designated room **must keep their child(ren) with them at all times**.
5. Food or drink are not permitted during the exchange.
6. Do not bring animals, except for medically necessary service animals.
7. Be respectful of everyone around. Do not use profane or vulgar language.
8. The use of physical force to discipline the child, including but not limited to spanking is strictly prohibited.
9. Parties and designees must provide a driver's licenses, State I.D. or Passport upon request when checking in or out of the visitation center. Failure to do so may result in a canceled visit.

Questions regarding terminated exchanges or concern with the actions of Visitation Center Staff will only be addresses with the Visitation Coordinator during the Domestic Relations Office's regular business hours, Monday through Friday 8:00 AM to 4:00 PM.

CANCELLATION OF EXCHANGES

If there is an emergency and you need to cancel an exchange, please notify Visitation Services immediately.

NOTE: Supervised Exchange services can be suspended or terminated due to a pattern of participants cancelling or failing to show up on time. Reinstatement of services require the approval by the Visitation Services Coordinator, a new intake, and possibly a new court order.

NOTICE TO PARTIES

1. STAFF MAY CANCEL A VISIT / EXCHANGE IN WHICH INAPPROPRIATE BEHAVIOR IS OBSERVED OR IF A PARTY APPEARS TO BE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.
2. THE VISITATION COORDINATOR MAY TERMINATE SERVICES INDEFINITELY IF THEY DETERMINE THAT THE VISITATION CENTER CANNOT ACCOMMODATE YOUR CASE. IN THE EVENT OF TERMINATED SERVICES, THE DOMESTIC RELATIONS OFFICE WILL FILE A NOTICE WITH THE COURT. THE DOMESTIC RELATIONS OFFICE DOES NOT RECOMMEND OR OTHERWISE FACILITATE THE SECURING OF AN ALTERNATE PROVIDER FOR YOUR CASE. HOWEVER, THE PARTIES OR THEIR ATTORNEYS MAY IDENTIFY AND PETITION THE COURT TO NAME AN ALTERNATE PROVIDER FOR VISITATION SERVICES.

BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE SUPERVISED EXCHANGE AGREEMENT AND THAT YOU HAVE HAD THE OPPORTUNITY TO ASK QUESTIONS AND SEEK CLARIFICATION.

SO, ACKNOWLEDGED:

Transporting Party

Date

Visiting Party

Date

Witnessed by the Domestic Relations Office

Date