

**SUPERIOR COURT OF THE STATE OF WASHINGTON  
FOR BENTON AND FRANKLIN COUNTIES**

7122 W. OKANOGAN PLACE, BLDG. A, KENNEWICK, WA 99336

COURT ADMINISTRATOR  
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**FAMILY COURT INVESTIGATOR INTRODUCTION LETTER**

The Family Court Investigator (FCI) will conduct a preliminary investigation pursuant to the terms set forth in the Orders appointing the FCI to your case. Although each case is unique, the following is a general outline of what **may** be included in the investigation:

- The FCI will review the case file and all relevant case files and, among other things (as available), CPS records and Criminal History Records, Mental Evaluations, Treatment Reports for Mental Health, Chemical Dependency, Domestic Violence, Counseling, etc.

- After the initial review of the case files, the FCI will contact the parties to schedule separate interviews at the FCI's office at Superior Court Administration. The initial interview **will last one hour to ninety minutes.**

- You may provide the FCI with phone numbers for a maximum of two personal and family references. Personal and family references **may or may not be contacted** by the FCI. Your references may submit brief, written statements that include their phone numbers. Written statements must include the signed and dated *Penalty of Perjury* statement: "I declare under penalty of perjury under the laws of the State of Washington that the information contained in this document is true and correct. Signature: \_\_\_\_\_ Date: \_\_\_\_\_ City & State: \_\_\_\_\_"

- A home visit in one or both residences will occur only by court order. Observations between the children and the parent (party) will be conducted at FCI's office. A change in the residential time may be necessary to accommodate an observation during FCI's office hours.

- The child or children will be observed or interviewed separately.

- All information provided during interviews, reports, records, etc. may become a part of the written report/s.

- The investigation will culminate in a written preliminary report filed with the court. Copies of the report will be provided to all parties. Any information received after the preliminary report will be filed under seal as a supplemental report with copies provided to all parties.

- This FCI will determine if a supplemental report will entail concerns from records received after the filing of the preliminary report.

- The FCI will be discharged from the case once the court orders.

After your initial interview, the best way to communicate information to the FCI, if you feel it necessary, is via E-mail. If you do not have access to E-Mail, you may leave a voice telephone message. However, I will not respond to all voice/email messages received during the investigation but be assured the FCI will read and listen to all messages.

FCI will strive to conduct a thorough and prompt investigation in order to provide the court information to address the unique, individual needs of each child and family.