

SCHEDULE OF FEES & REQUEST FOR SERVICE

Client Name: _____		Date: _____	
CRC Number: _____		Case Number: _____	
Access Service Period Requested: <input type="checkbox"/> \$25.00 One-time File Fee & Request for Service <input type="checkbox"/> Other (specify): There will be an additional charge of \$2.00 (per copy) for any additional or lost copies.			
Document Request		\$ Per Req.	# Pages
A. Complete Record (<i>max period 180 days</i>)		N/A	N/A
			Total \$
			\$25.00
Document Subtotal:			
<i>The other parent's contact information will be concealed prior to release of document(s).</i>			
Records Processing Fee			Fee \$
B. Standard additional copies (7 or MORE days advance notice for request given)			\$2.00
C. Expedited (LESS than 7 days advance notice given for request)			\$10.00
TOTAL AMOUNT DUE (<i>Document Subtotal + Processing Fee</i>):			
<p>The Children's Rights Council shall collect the charge, cost, or fee for a service in accordance with this Schedule before the Agency performs the service.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> • Prince George's County Circuit Court, Family Division expressly waives payment of a charge, cost, or fee in request for administrative service; • Prince George's County Circuit Court issues a court order expressly waiving payment of a charge, cost, or fee in request for administrative service; • The parent requesting administrative service is represented by counsel retained through a pro bono or legal services program that is recognized by Maryland Legal Services Corporation, and the program provides the parent with a memorandum or other notice that names the program, attorney(s), and client(s), that specifies that representation is being provided for client(s) meeting the financial eligibility criteria of the Corporation; or • The parent requesting administrative services is provided representation by the Maryland Legal Aid Bureau, Inc. and the program provides the parent with an agreement, memorandum or other notice that names the program and client(s). 			