

COURT REPORT TEMPLATE

Reports are due no later than 3 WEEKS before the hearing date.

This allows your case supervisor, who often works on multiple reports at a time, time to engage in the editing process with you. Reports are filed with the court 2 weeks prior to the hearing date. *This file date is court-mandated.*

Your Role:

As the CASA, please remember that you serve in a supportive relationship. As such, you are engaging in a collaborative process involving the youth and the team of service providers. The information you present in the report should not come as a surprise to the team of service providers.

Content Guidelines:

- **Do not copy content from the social worker's report**
- **Do not copy content from your previous CASA reports**
- **Focus on fact-based observations from the 6 month reporting period**
- *You can include exactly what the youth has told you about the different categories, i.e. "He has told me he really enjoys playing baseball and that he wants me to come to one of his games."*

The judge and parties will have access to previous reports. Verbatim repetition and old information are both unhelpful and disrespectful of the court's time. If such information is presented in your report, the power of the CASA report is greatly diminished.

Format:

- Set margins for 1.0" on both sides and top & bottom.
- To protect confidentiality please use the youth's initials in draft reports.
- Delete all instructions prior to submitting your draft report.

COURT REPORT

Name of Dependent:
Date of Birth:
Age:

Petition No.:
Dept. No.:
Time of Hearing:
Date of Hearing:
Type of Hearing:

The above information can usually be found on the Intake page or the PSW report.

COURT APPOINTED SPECIAL ADVOCATE:

First Last

PERSONS CONTACTED:

First Last, Dependent

First Last, PSW

First Last, Attorney

- List first and last names of all the people you spoke with **during the most recent reporting period** (include appropriate titles, at minimum this list should include the Dependent, PSW and attorney)
- Other contacts can include service providers of housing, education, healthcare, therapeutic services, permanency contacts, transitional planning, delinquency (if involved)

RECORDS REVIEWED:

HSA File *(if this is your first court report, please include date of review)*

HSA Status Review Report for Six-Month Review Hearing on [insert date] [if you have seen the report prior to filing your report]

- List any current educational, health or permanency-related documents such as IEPs, grade reports, Health and Education Passports (HEP), genograms, etc. Please include the dates of the documents in parentheses.

CONCLUSIONS:

1. State whether the dependent [use first name of dependent moving forward] should remain a dependent of the court or the case should be dismissed.
2. State whether the dependent should remain in current placement or not.
3. In separate conclusions, list services in order of importance (educational needs, medical/dental needs, therapy, other) that the dependent should be encouraged to access or needs further assistance to access.
4. If you feel there should be visitation, state with whom, the frequency and whether supervised or unsupervised.

5. List other sources of support or needs to be considered (e.g., enrichment activities, family-finding and engagement, housing, financial literacy, access to employment, job training etc.)

SUMMARY OF CONTACTS

Please address issues in paragraph form *Remember to include this updated summary information in all subsequent reports.*

- Start by stating when you were assigned to the case: “I was appointed as the CASA for [insert first name of dependent] on month, day and year (use following notation for all dates: 01/01/2001).
- Please provide a brief summary of the communications you have had with services providers (e.g. PSW, attorney, caregiver).
- Briefly describe your time with the youth (frequency, activities, etc.). Briefly describe the strengths you have observed in the youth, bringing him or her to life with descriptive details.

BODY OF REPORT: Please address issues in paragraph form

Describe the status of as many of the below categories for which you can provide factual information from the most recent reporting period. Please include particular milestones achieved, current challenges and any deficits in community resources or services.

Depending on your individual case and its level of activity, your comments may be more or less extensive for any one of these categories. **Be sure to ground your reasons for each of your conclusions with details and *fact-based observations in the body of your report.* If you are including information gathered from others, please note the source and dates of those conversations. If you don’t have the exact date, please estimate the month.**

PLACEMENT (paragraph form)

- Describe housing, length of time, appropriateness
- If you describe the caregiver as “caring”, please include observations of behaviors and actions that demonstrate this.

EDUCATION (paragraph form)

- school or program name, grade level, grades and milestones
- subjects they excel in, subjects that are challenging and might require support
- are they in an educational and/or vocational training placement that takes into consideration their interests and objectives
- secondary, post-secondary and/or vocational, current and future

HEALTH (paragraph form)

- Physical health: include recent medical appointments and any outstanding medical needs
- Mental health: include description of, frequency, and progress and/or goals of individual, family, group therapy

FAMILY, RELATIONSHIPS AND PERMANENCY (paragraph form)

- formal and informal, family and non-kin: describe type of and frequency of contact

- describe any relationships that need to be explored or supported

ENRICHMENT ACTIVITIES (paragraph form)

- Type of extracurricular activity, frequency
- Interests that exist where the youth could use support to engage in community activities

TRANSITIONAL PLANNING (if of age) (paragraph form)

- employment and/or job training
- housing
- managing healthcare needs
- financial literacy and independence (budgeting skills, checking account etc.)
- other independent living skills being developed or identified that need to be addressed (e.g. driver’s license, college apps, financial aid, etc.)

SUMMARY (paragraph form)

Lastly, conclude your report with a short paragraph or two that includes:

- What you enjoy about working with the youth
- What you observe to be their strengths
- What issues you consider to be most important
- What you hope to support the youth with during the next reporting period. (These will then inform your case plan.)

NUMBER OF HOURS SPENT ON CASE

To date, I have spent a total of [include cumulative number of hours here] hours on this case, [include number of hours with youth here] of which have been spent directly with [name of youth].

Respectfully Submitted,

First Last
SFCASA Volunteer

First Last
SFCASA Case Supervisor

Date Submitted: [Insert date]

cc: First Last, PSW
First Last, Attorney
First Last, City Attorney
First Last, Mother’s Attorney*
First Last, Father’s Attorney*
[Any additional attorneys on case (e.g. any Guardian ad litem who may be assigned to the case or other attorneys appointed for special needs, such as education, estate planning, etc.)]

** Do not include parents’ attorneys as they have been relieved of their assignments once a youth reaches age of majority (18) and is an NMD, if a parent is deceased, or if parental rights have been terminated.*