

**TO: The Honorable Judge Lynelle Homolka**

**FROM: *(Insert Name)*, CASA Volunteer**

**PREPARED: (Date prepared)**

**RE: Child/ren’s name(s), date of birth and age**

**CASE: Docket Number JV\_\_-\_\_\_**

**PURPOSE: Prepared for hearing on [*insert date*]**

**PLACEMENT:** (This section may need to be divided depending on number of children and if they are in different placements.)

\_\_\_\_\_ months in current placement

\_\_\_\_\_ months AWAY from the home

\_\_\_\_\_ placements since entering out-of-home care

**HISTORY:** Briefly state why the court is involved.

**NEW CASA VISITS WITH CHILD:** (You can summarize this section by just listing dates you had contact with the child/ren, and/or least each as indicated below, or only a few that you want to highlight)

April 12, 2015 – York Public School – “Little Kid’s Day” – He showed me his favorite activity, the sand box, and he introduced me to his teachers (name the teachers).

May 1, 2015 – Foster Home – He appears to be attached to his foster parents and ran to hug them when he saw them.

**PERSONS CONTACTED: (if you contact a person more than once – list each date separated by a comma.)**

**Name Relationship to Child Date(s)**

Place holder

Place holder

**Reports and Records Read:**

Place holder

Place holder

**SCHOOL/EDUCATION/DAYCARE:** -- discuss if applicable – or you can put info about daycare in this section if applicable

**SERVICES OFFERED:** What services have been offered to the family and what have they used. **Keep this an ongoing record of services. Any changes in circumstances:** (placement change, school changes)

**THERAPY:** (how often, with whom, have you seen reports, any progress being made)

Parents:

Children:

**VISITATION:**

Visits between parents and children: Summarize what visitation has been ordered and if visits are occurring as court ordered.

Sibling visits:

**NEEDS AND WISHES OF THE CHILD:**

Johnny would like to see his mom more (date)

Johnny wants a dog (date)

Johnny wants to go to Disneyland (date)

(Specific things that the child has spoken to you about may be about visits with parents, or siblings, or placement. Personalize this section – if the child wants a dog, list that they want a dog. If they want to go to Disneyland, list that as well. ***REMEMBER TO DATE THIS SECTION!*)**

**ISSUES FOR THE COURTS ATTENTION:**

Visits, placement, gaps in service, compliance or noncompliance with court orders, education, emotional issues, therapy – any concern the CASA may have.

State progress family has made to remedy the issues adjudicated. Be sure to include the positive actions the family has taken. Also, state the basis for those recommendations, which should have been covered in the Facts section.

Noted “appeared” attachments the child has formed. Bullet the recommendation and/or concern.

**RECOMMENDATIONS TO PROTECT AND PROMOTE THE BEST INTEREST OF THE CHILD:**

* Johnny needs PERMANENCY now. He has been in out-of-home care for 15 months.
* CHILD SHOULD… - BECAUSE… OR, “I HAVE NO RECOMMENDATIONS AT THIS TIME.”
* Need to state whether you agree with the permanency plan or not. Document the basis for your recommendation and/or concerns.

Respectfully submitted, Reviewed by,

**(Name)**, CASA Volunteer Advocate Elizabeth Hain, CASA Director

CC:

**(Name)**, Case Manager, NDHHS

Christopher Johnson, York County Attorney

**(Name)**, GAL, children

**(Name)**, Mother’s Attorney

**(Name)**, Father’s Attorney

Review Specialist, Foster Care Review Board

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