



Court Report: Direction/Guidelines:

1. Court Reports are **due to your Advocate Supervisor** no later than two weeks prior to a scheduled hearing. This allows the supervisor to deliver the report to all the parties two weeks prior to a hearing date.
2. If you anticipate difficulties writing your report, contact your supervisor to schedule a time to work on it together, ideally three weeks to one month prior to the scheduled hearing date.
3. 10 days prior to the hearing date court reports are distributed to: a social worker, attorneys for parents and child, county council, and the Dependency Judge for San Benito County Court.
4. Email your report directly to your Advocate Supervisor.
5. Using the attached form, 'click' open the header to complete the case data table.
6. Recommendations are to focus on the child's needs; do not make recommendations for the parents.
7. Prepare for a brief, concise statement using the guidelines listed below for EACH TOPIC.
8. In your narrative report, list the topics provided below to define each segment of the report. Please leave a space between each specific topic.

I. PERSONS CONTACTED

II. RECORDS REVIEWED

- a. Files from: Social Worker, CASA, Dependency Court, Updates/assessments from school, therapist, etc.

III. CURRENT STATUS / EDUCATIONAL UPDATE

- a. Date of assignment to you as a CASA advocate
- b. State where the child is living now and where the he/she has been living since you were assigned to the case
- c. Number of placements the child has been since coming under the jurisdiction of the court
- d. Indicate who holds the child's educational rights.

IV. OBSERVATIONS

- a. Do not analyze, attempt to explain or interpret any behavior.
- b. Include:
 - i. Progress on goals / objectives
 - ii. Observations about the child's development, attitude, conduct, and reactions to current circumstances
 - iii. Observations on family visits / relationships, conflicts, revelations, etc (include the circumstances when these occurred)



CASA of San Benito County
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iv. Explain any non-compliance with court orders, visitations, etc.

V. DESCRIPTION OF THE NEEDS AND WISHES OF THE CHILD

- a. List the desires or stated needs from the child. Include (whenever possible) any quotes from the child. Be sure to obtain permission from the child before quoting them in this report.

VI. PEER RELATIONSHIPS / EXTRA CURRICULAR ACTIVITIES

- a. Include comments regarding:
 - i. Child's interactions with peers and friendships
 - ii. Extracurricular activities or expressed interests

VII. PERMANENT CONNECTIONS

- a. Has the child identified any responsible adult, e.g., relative, counselor, teacher, coach, near kin whom has the potential to be a permanent connection? What steps have been taken toward the goal of forming lifelong connection?

VIII. PERSONAL ASSESMENT

- a. Provide opinions regarding this case. Describe how the facts & observations presented in this report bring you to you conclusions.

IX. RECOMMENDATIONS

- a. Clearly itemize (list) the recommendations that you have which would further the best interests of this child.

*Be sure to know where your child's case is in the court process when listing your recommendations regarding education, current placement, visitations, return to birth parents, etc.