

**Review Copy
of Case Folder
Received from
CASA Office**

**Speak with
GAL &
Caseworker**

Within 10 Days

Using Court Order

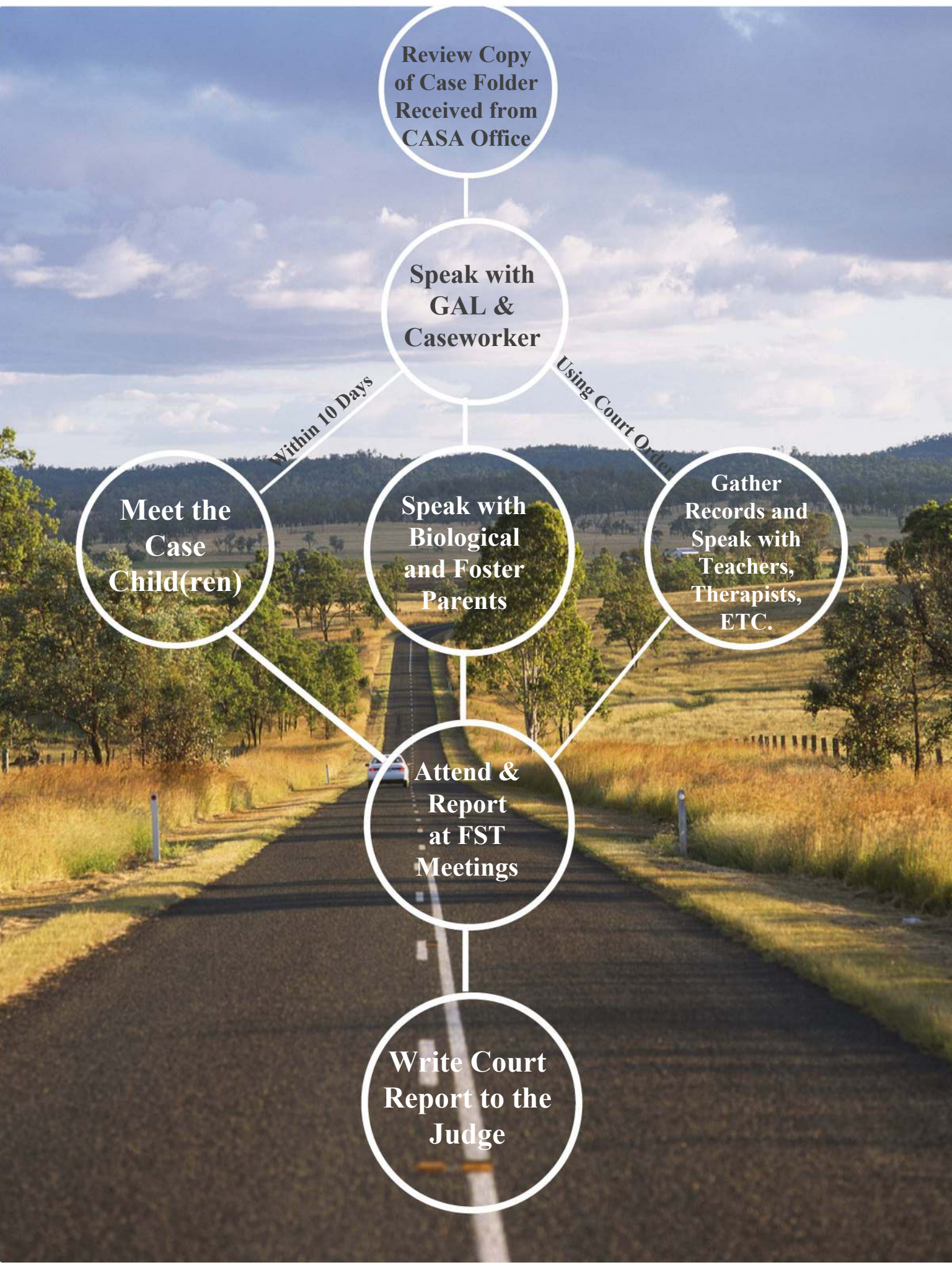
**Meet the
Case
Child(ren)**

**Speak with
Biological
and Foster
Parents**

**Gather
Records and
Speak with
Teachers,
Therapists,
ETC.**

**Attend &
Report
at FST
Meetings**

**Write Court
Report to the
Judge**



Review Case
Folder
Received from
CASA Office

Once you accept a case assignment you will be briefed on the basic details of the case from the CASA office as well as receive your court order, the case file that will include the petition and case notes made by the CASA Office, and the contact information for the caseworker and GAL assigned to the case.

Speak with
GAL &
Caseworker

GAL- introduce yourself and ask how you can assist
Caseworker- Determine the whereabouts of the child(ren), discuss the case with and request any relevant reports (school, medical or psychological records for the child or parents, if they have them), retrieve date of next FST and request a copy of the written service agreement for both parents (if available). Retrieve contact information for the biological parents as well as current placement provider (foster parents usually).

Meet the
Child

Meet the child within 10 days of accepting the case assignment.

Speak with
Biological
& Foster
Parents

Set up a time to speak with the biological parent(s) and a separate meeting with the child's current placement provider (usually a foster parent). Introduce yourself, request a time

Gather
Information and
Speak with
Teachers,
Therapists, ETC.

Using your court order (section 4) and coordinating with the caseworker, request records from the case child's school, therapist and healthcare provider. Speak with his/her teacher, therapist, school counselor, etc. concerning their experiences with the child and any observation they may have about the child's behavior and knowledge about the child's needs (Ex. if speaking to the teacher, ascertain how the child is doing in school and if anything needs to change)

Attend &
Report at FST
Meetings

Update members of the team present at the FST with information pertinent to the child's best interest and advocate for services necessary for the child's best interest (tutor for the child, counselor for the parents, family therapy, etc.)

Write Court
Report to the
Judge

Prepare and submit to the CASA office a fact-based report concerning information about the well-being & safety of the child in his/her current placement, the child's wishes in the case, and recommendation based upon the facts for the child's best interest.