

## Instructions for Completing Court Reports

**\*NOTE: This court report is due to your Advocate Coordinator the Wednesday before the Wednesday court date. Your Coordinator will forward the report to the Judge and notify you via email. After you are notified, please email your report to your GAL, JO and caseworker.**

### CAPITAL CITY CASA – Court Report

**Case Number:** Click or tap here to enter text.  
**Child's Name / DOB:** Click or tap here to enter text.  
**Parent(s):** Click or tap here to enter text.  
**Hearing Date:** Click or tap to enter a date.  
**CASA Volunteer:** Click or tap here to enter text.  
**Date Appointed:** Click or tap to enter a date.

### Background Information

*Briefly state why the child came into care. Create a snapshot of the charges. **All details of the child's removal are not necessary; they should have been addressed in court reports by other agencies.** Please indicate if there has been previous Children's Division involvement*

### Current Situation of Parents

#### **Mom:**

*Has the mother been following her Written Service Agreement and how is she progressing? (i.e., information pertaining to the mother as it relates to her relationship to the child(ren); observations of the interactions/visitations with the mother and the child (ren), the status of her mental health, drug, alcohol use, finances, housing, employment and other issues)*

#### **Dad:**

*Has the father been following his Written Service Agreement and how is he progressing? (i.e., information pertaining to the father as it relates to his relationship to the child(ren); observations of the interactions/visitations with the father and the child (ren), the status of his mental health, drug, alcohol use, finances, housing, employment and other issues)*

#### **Other:**

*Update on anyone who has a WSA (Written Service Agreement) such as a stepparent, relative/kinship provider*

**Family Supports and Strengths:**

*Report any family/kinship/community supports and strengths*

**Current Situation of Child**

<b>Length of time in care</b>	<b>Current Placement(s)</b>	<b># of Placements</b>
<i>(Since the start of the case)</i>	<i>State the child/children's current placement (and relationship to child)</i>	<i>How many placements since start of case?</i>

<b>Name of school(s), preschool attending</b>	<b>Number of school changes</b>
<i>(If not in school, leave blank)</i>	<i>How many changes since start of case?</i>

**The Child is safe from threat of physical injury and emotional abuse in his/her current circumstance.**

YES  NO (If no, why:)

**Physical/Mental Status of Child:**

*(Include information since last court report)*

**Psychological:** *Give a snapshot of the child's current emotional/behavior condition.*

**Medical/Dental:** *List date of last checkup, any scheduled appointments. Include any diagnosis given and by whom.*

**Developmental:** *Are there any concerns regarding the child's development concerns being addressed? The psychological/medical/developmental needs of the child are being appropriately addressed. If no, why? Are there any professional recommendations that are not being enforced or do you think any professional assessments need to be scheduled?*

**Educational:** *State where the child attends school, pre-school or childcare and their performance. Include dates of when child entered school and any observations or reports from school. Note any changes, positive or negative and if educational needs of the child are being appropriately addressed. If no, why?*

**Socioemotional:** *Include familial/placement/peer relationships, interests, activities*

**State your observations of the Child:**

*Include observations from your interactions with the child and your observations from child's supervised/unsupervised visits*

**Wishes of the Child (if known):** *List either exactly what child has said or behaviors exhibited; include dates*

**Does the child(ren) understand his/her role in the court procedures?**

YES  NO (check one):  too young  too traumatized  medically unable  other (explain below)

**Other Case Activities**

**FST Meetings attended:**

*List the dates of the FSTs you have attended since your last court report*

**Persons interviewed/Contacts made:**

*List all the people you have had contact with since your last court report: child(ren), parents, placement providers, teachers, daycare workers, medical personnel, etc.*

**Professional reports reviewed:**

*List any reports reviewed since your last court report: school records, therapist notes, caseworker reports, medical reports, etc.*

**Permanency Plan and Concurrent Permanency Plan**

**Permanency Plan:**

*List one of these: Reunification    Guardianship    TPR/Adoption    APPLA*

**Concurrent Permanency Plan:**

*List one of these: Guardianship    TPR/Adoption    APPLA*

**Obstacles to Reunification/Permanency:**

*What are the safety concerns based on substantive offenses in the petition that need to be rectified?*

**CASA Concerns**

*List the concern(s), reason(s) for the concern(s), and include other info related to the concern(s)*

**CASA Recommendations to Protect and Promote  
the Best Interests of the Child**

*Cite the facts and observations that support your recommendations*

