



## CASA Lake County

### CASA Report to the Court

This report presents the findings and recommendations of the CASA volunteer serving in an advisory capacity to the Court.

<b>In the interest of:</b>	<b>DOB</b>	<b>Age</b>	<b>Docket No.</b>
First Last	01/01/2016	1y 1m	17JA 136

If more than one child, list by docket number, lowest to highest.

DOB should be a standard format of xx/xx/xxxx (09/25/2004)

Age should be indicated by year and month in the format x yrs., xmos.

Docket number should follow the format xx JA xx

#### **Date of Hearing**

Insert hearing date here. Please do not add any other information. In this instance the date should be the written-out month with numerical day and year: November 1, 2010

#### **Case Summary**

Tells why and how the case came to the attention of the court and includes brief information on the children's current placement. This case summary is initially provided to you by your Advocate Manager. Over time, the manager will update the legal status of the case. The CASA should review each report to confirm that the information is up-to-date and may also add other significant case updates, such as placement changes.

#### **Findings**

Case activity since the last court report. Findings are based on CASA visits with the child(ren) and also report other contacts made on the case such as phone calls or visits with school staff, therapists, caregivers, etc.

Start with a brief summary of case activity since the last court report, including CASA visits by date, for example:

"The findings of this report are based on visits to the foster home on 7/30/14, 8/21/14, 9/29/14, and 10/20/14, multiple conversations with FF, and attendance at a supervised visit on 10/5/14."

Before drafting your report, make sure you have the most current information available so your report will be accurate. Nonetheless, *Findings should be reported in the past tense*. This is the most accurate and objective approach, as situations change over time.

Items to remember throughout the report:

- Remain objective and support all your recommendations with facts and detailed observations. No personal opinions or interpretations.
- Provide attribution - clearly identify the source of your information: *who, when, where*.
- The advocate should be invisible: you should not identify or refer to yourself in the report. If you must, refer to yourself as "this CASA." Do not use personal pronouns to refer to yourself.
- Maintain confidentiality: do not use identifying names; this includes foster parent names, teachers, therapists, schools, etc. Refer to foster parents as "foster mother, foster father, foster parents" Accepted acronyms are FM, FF, FPs, etc. In relative placements we refer to whether the relation is Paternal/Maternal, then the relationship to the child, e.g. Paternal Grandmother (PGM), Maternal Aunt (MA), etc.

*Use Bold Italics for Topical Headings (left-justified)*

It's helpful to organize your findings by topic. The following headings apply to many of our cases. Work with your Advocate Manager to add or modify headings as your case calls for it.

*Placement, Stability*

*Behavior*

*Physical Health, Development*

*Mental Health*

*Education*

*Visitation with Biological Family*

For older youth, consider including:

*Employment*

*Skills for Independence*

Should your sections need to be organized into further detail:

*Subheadings should be centered and italicized but not bold*

For example, on a case with multiple children, each child's name could be a heading and the issues relating to that child (e.g. Health, Education, etc.) could be designated by subheadings.

*Double space between paragraphs.*

## **Recommendations**

Recommendations must be formatted as simple numbered statements recommending what you would suggest on behalf of the child.

Each recommendation must be supported by information in the Findings section.

If you have a recommendation regarding the placement this would typically be your first recommendation.

Consider the following subject areas for your recommendations: placement of the child (e.g. child to remain in current placement, be returned home, or have a change in placement), visitation, school, medical care, therapy, extracurricular activities, and/or the court's permanency goal.

- 1.
- 2.
- 3.

Respectfully submitted: Date (Month DD, YYYY)

---

First Last  
Court Appointed Special Advocate

---

First Last  
Advocate Manager

CASA Lake County  
24647 Milwaukee Ave.  
Vernon Hills, IL 60061  
847-377-7975