

CASA OF WELD COUNTY
Standard Elements of the Court Report

- 1. Cover Sheet Information:** This information will be on the cover sheet for the report. Your CASA Supervisor will complete this for you. It is to include: case number, division, date of report, last names of the children, type of hearing, date of the hearing, names of parties (i.e. county attorney, caseworker, GAL, attorney for the parents, name of CASA Volunteer.)
- 2. Total number of visits made by the Volunteer since the last court hearing, and the total number of hours spent with the child(ren).**
- 3. Who have you contacted since the last court hearing, include:** CASA Supervisor, foster parents, parents, family members, teachers, therapists, DSS Caseworker, GAL, etc.)
- 4. How long the child has been in Foster Care if they are in an out of home placement and also how many different homes have they lived in.**
- 5. A paragraph about each of the child(ren) and how they are doing, what they are doing and brief contact information with them.**
- 6. Recommendations:** These recommendations should be clear, concise, and fact based. List the factual basis immediately following your recommendation.
- 7. Signature of CASA Volunteer and date:** The signature of the CASA Volunteer is an affirmation that the recommendations and information contained in the written court report is the volunteer's work product. If the report is sent via email the CASA Supervisor will sign the report that it was sent via email.
- 8. Signature of program staff:** The signature of the program staff signifies that the staff member has reviewed the volunteer's court report and finds the contents and recommendation in accordance with law, CASA Standards and the philosophy of the CASA Program.

Here is an example of the court report. You can use this as a basis for completing yours. Your supervisor will complete the mailing certificate and the face page for you. If you have any questions call your supervisor at 353-5970.

Thanks.

19th Judicial District

Weld County, Colorado

Case No:

Division:

Date:

**COURT APPOINTED SPECIAL ADVOCATE REPORT
CASA of Weld County**

Case Name:

Type of Hearing:

Date of Hearing:

Assistant County Attorney:

Caseworker:

Attorney for Respondent Mother:

Attorney for Respondent Father:

Guardian ad litem:

CASA Volunteer:

**THIS REPORT IS OF A CONFIDENTIAL NATURE FOR THE BENEFIT OF THE
COURT AND MAY BE DISTRIBUTED ONLY TO PARTIES TO THE
PROCEEDINGS.**

CASA of Weld County – 924 11th Street – Greeley, CO 80631 – Phone 970-353-5970 Fax 970-353-9577

A Program of A Kid's Place

Member of National CASA Association

MAILING CERTIFICATE

I hereby certify that I have this ___ day of _____, 2004 placed a true and correct copy of the CASA Court Report for Case # _____ in the designated receptacles to the following attorneys and WCDSS.

WCDSS - Assistant County Attorney
WCDSS tray

WCDSS – DSS Caseworker
WCDSS tray

GAL
Attorney Tray

Respondent Attorney for Mother
Attorney Tray

Respondent Attorney for the Father
Attorney Tray

And the original hand delivered to:
ATTN: Clerk, Div.8
915 10th St.
Greeley, CO 80631

Case Contacts:

Since the last review of the case I have met with (Names of Children) a total of (How many hours) hours. *Note: You may have different numbers of hours for each child.* I have also contacted the following individuals in the case:

Mother
Father
Therapist
DSS Case Worker
GAL
Foster Parent
Teacher

These are just examples of whom you may have talked with.

This Child/ren has been in Foster Care (*if your child is in out of home placement*) since date. They have been in (Number of Homes) Foster Homes.

Give a brief synopsis of what the child is doing.

I would ask the Court to consider the following recommendations in the best interest of the children.

Recommendation #1:

Write what you are recommending for the child/ren. Note – you may need to break it down separately for each child.

Factual Basis:

This is where you give the facts that you have discovered to support your recommendation.

Recommendation #2:

If you have a different recommendation for each child put it here. You may also have another recommendation for the same child.

Factual Basis:

Support your recommendations here.

Respectfully submitted,

Your name
CASA Volunteer

Your Supervisors Name
CASA Case Manager