

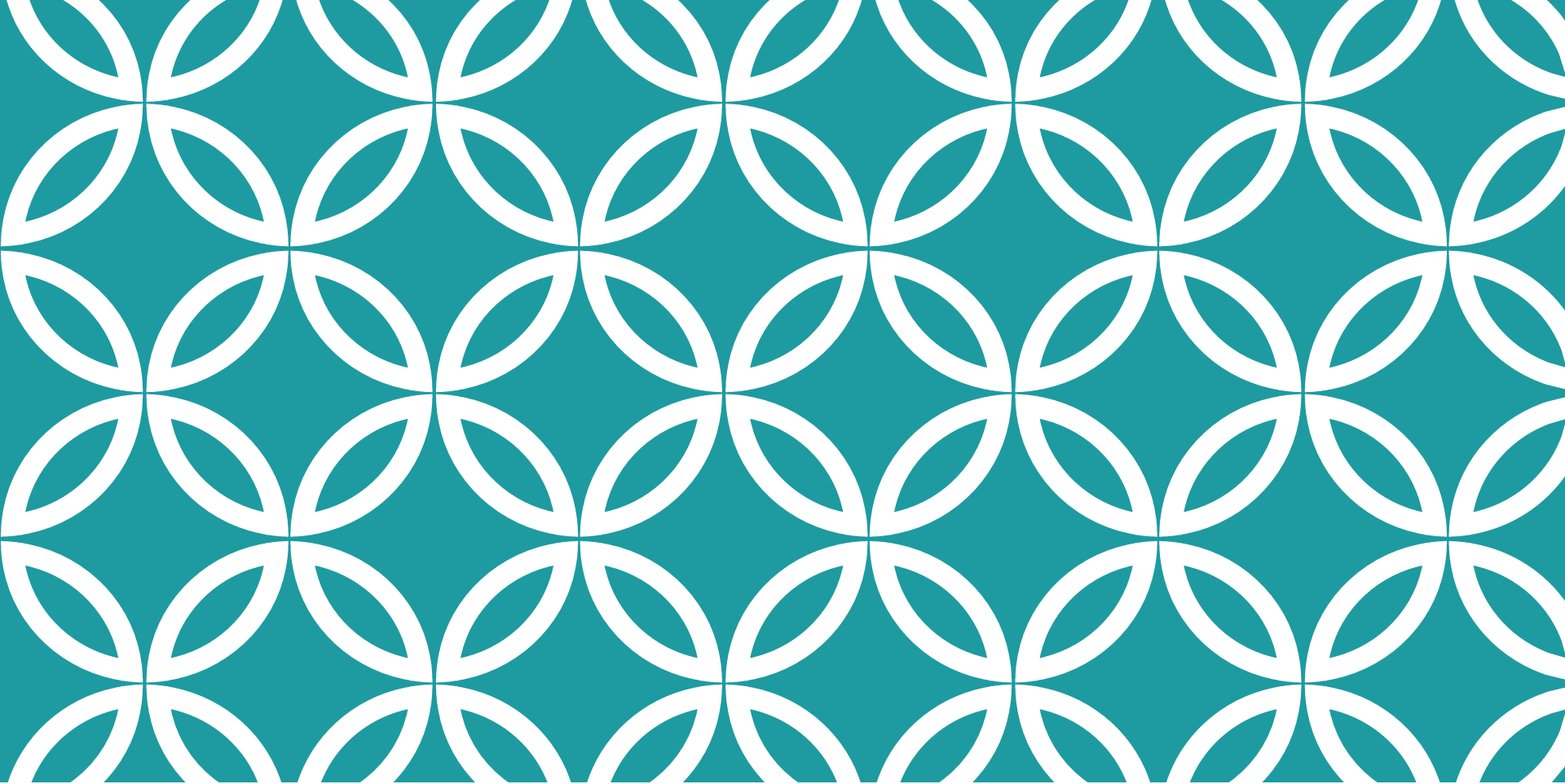


# COURT REPORT WRITING 101

CASA of Los Angeles

# IN-SERVICE GOALS

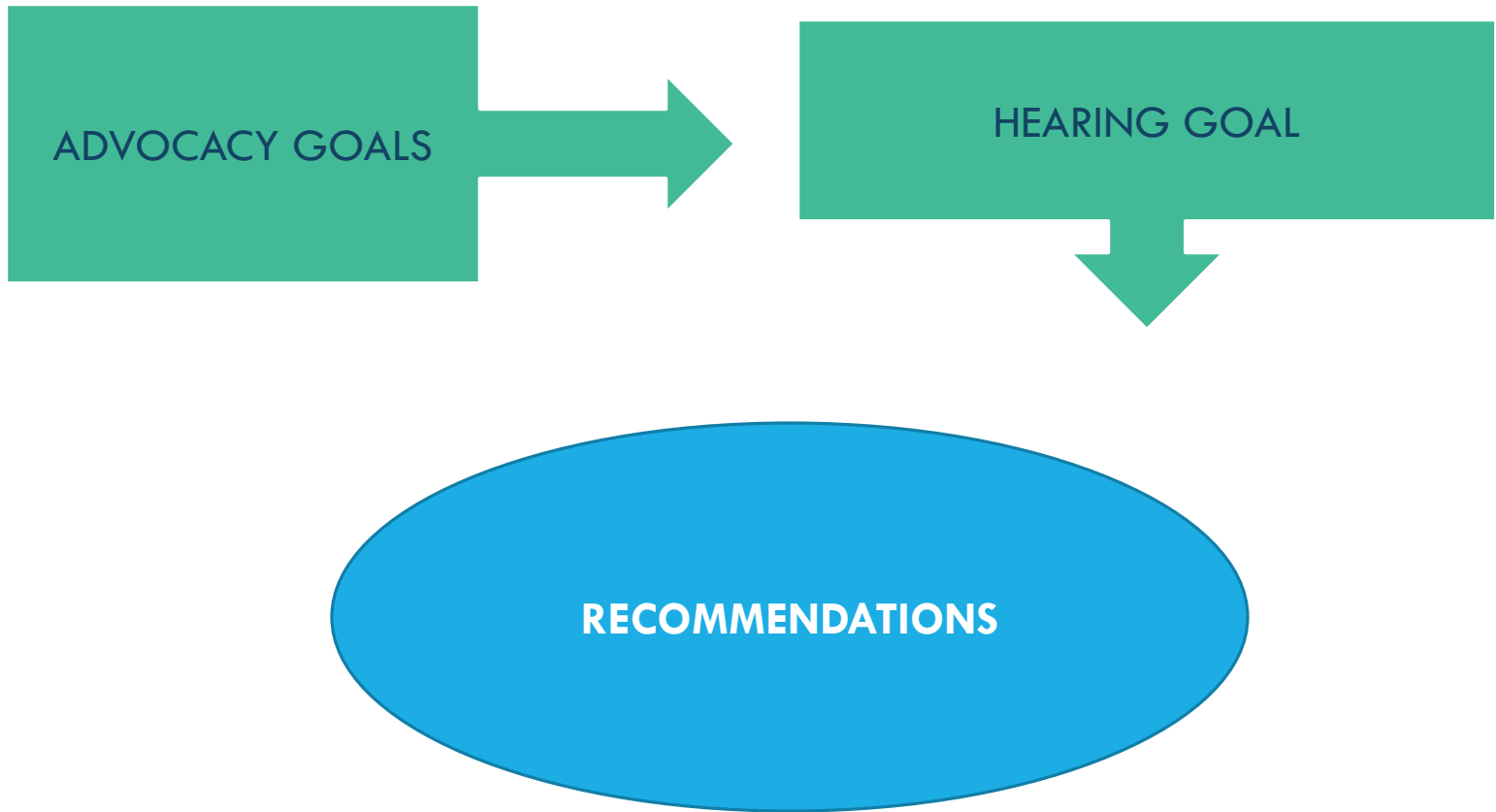
- **Discuss:** How to write your report in a way to support your recommendations and gives a strong picture of the child/youth's life.
- **Review:** Court report components.



# GETTING STARTED



# GETTING STARTED: RECOMMENDATIONS



# RECOMMENDATIONS: KEEP IN MIND

- What is “orderable”?
- Are there particular orders/questions to address at this hearing?
- What happens when your recommendation doesn’t match your facts?

# RECOMMENDATIONS

A 14 year old girl has a history of AWOLing from placement. Due to AWOL behaviors, as well as angry outbursts in which she verbally abuses group home staff, she is placed in a level 12 group home.

**ADVOCACY GOAL:** CASA to assist youth transition to a lower level of care.

**HEARING TYPE:** RPP

**RECOMMENDATIONS:** ????

# RECOMMENDATIONS

A 10 year old girl is living with her aunt. According to her aunt and teachers, she is struggling in school and seems to be behind in basic academic skills. She does not have an IEP. Her aunt holds her education rights.

**ADVOCACY GOAL:** CASA to assist aunt in initiating IEP.

**HEARING TYPE:** .21f

**RECOMMENDATIONS:** ????

# RECOMMENDATIONS

A 19 year old young man is on probation and currently living in a group home. He is doing well in school and is interested in getting a job, going to community college and living on his own. He is required to test clean as a result of his probation, but has been unable to stop smoking marijuana.

**ADVOCACY GOAL:** CASA to assist youth in exploring post-secondary options.

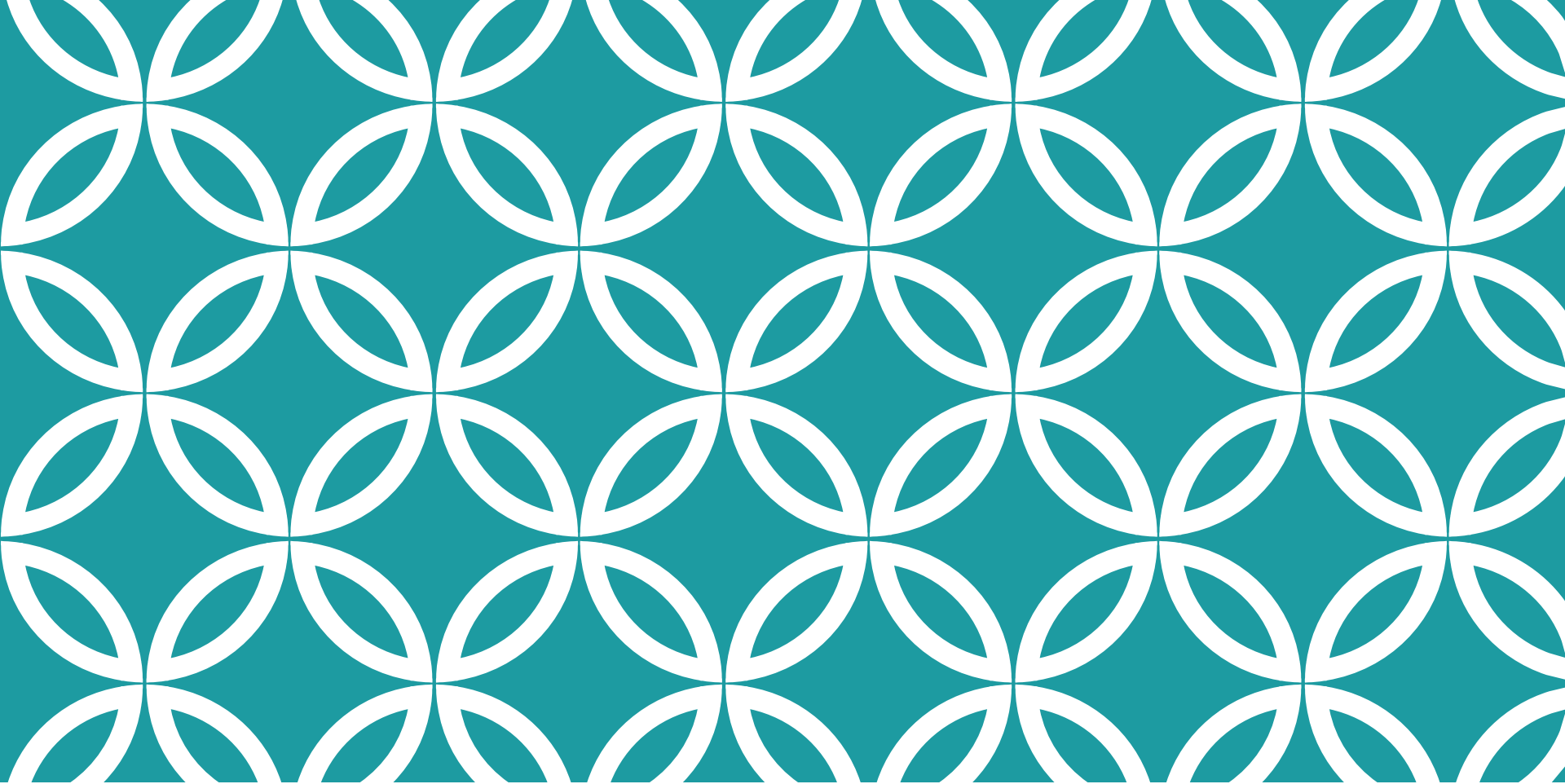
**HEARING TYPE:** NMDR

**RECOMMENDATIONS:** ????



**NOW THAT WE HAVE RECOMMENDATIONS:**

**HOW DO WE TELL A STORY TO GET THERE?**



# **BUILDING YOUR REPORT**

Interviews and  
Summary/Evaluation

# BUILDING YOUR REPORT

- Relevant Information
- Succinct Information
- Capture big pictures, patterns, missing pieces and themes.



# INTERVIEWS

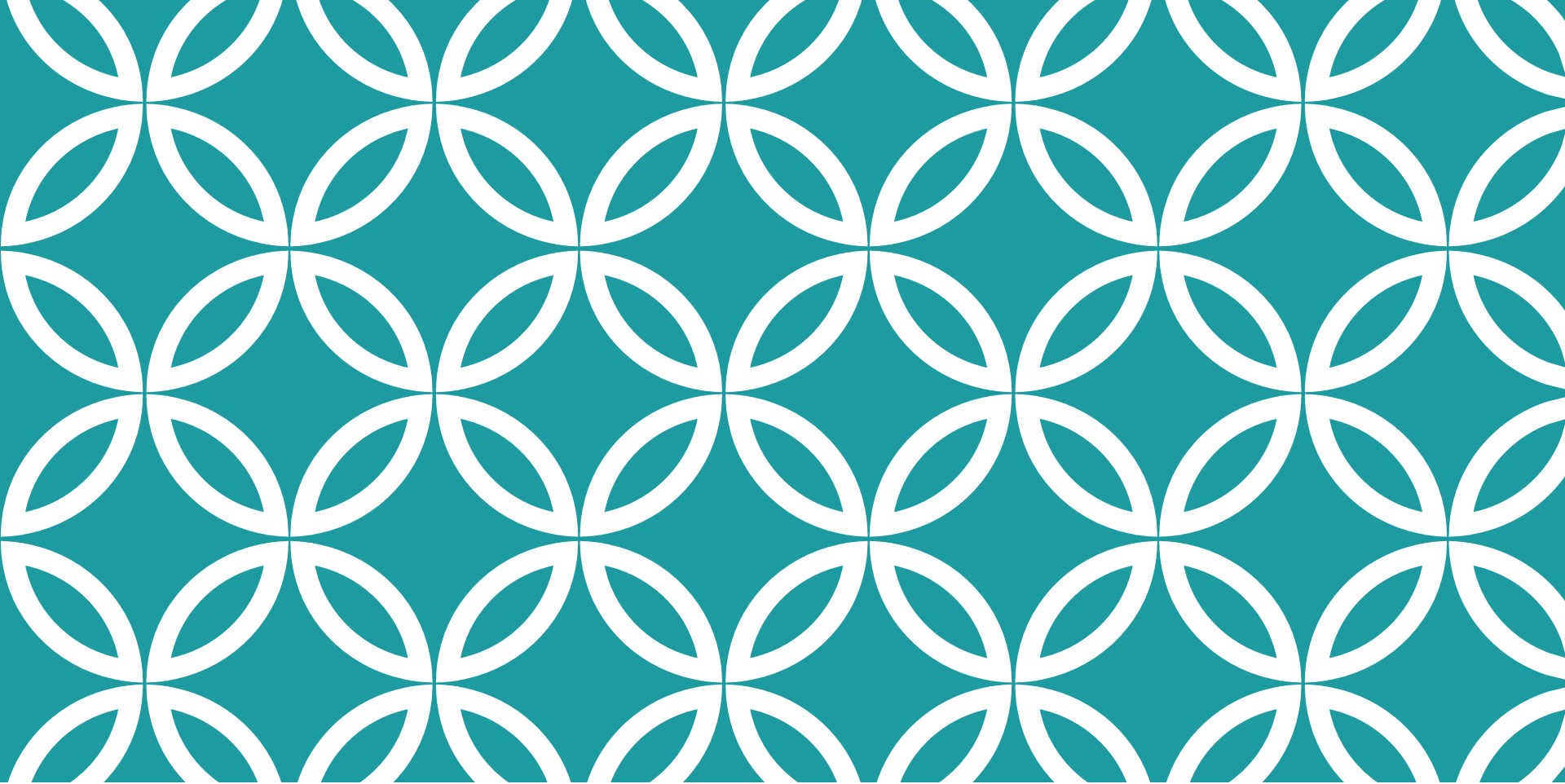
- Child's Position
- CASA Interviews

# INTERVIEWS

DO's	DON'Ts
<ul style="list-style-type: none"><li>• Group your interviews by person.</li><li>• Summarize multiple conversations.</li><li>• Include the person's full name and title.</li><li>• Include dates you spoke, met, emailed with person.</li></ul>	<ul style="list-style-type: none"><li>• Do not recount conversations word for word.</li><li>• Insert your opinion into the interview.</li><li>• Copy and paste your case note logs from ETO. *</li></ul>

# SUMMARY AND CASA POSITION

- IMPORTANT!
- SUMMARIZE:
  - Advocacy Goals
    - Your efforts to address those goals
    - How your recommendations will support those goals
  - Look at the Big Picture
    - Point out common themes around successes and challenges, identify missing pieces.
    - Include your opinion (If it's backed up by facts!)



# **BUILDING YOUR REPORT**

Case History and Case  
Status

# CASE HISTORY/CURRENT STATUS

- FACT BASED
- Short, Simple and Specific

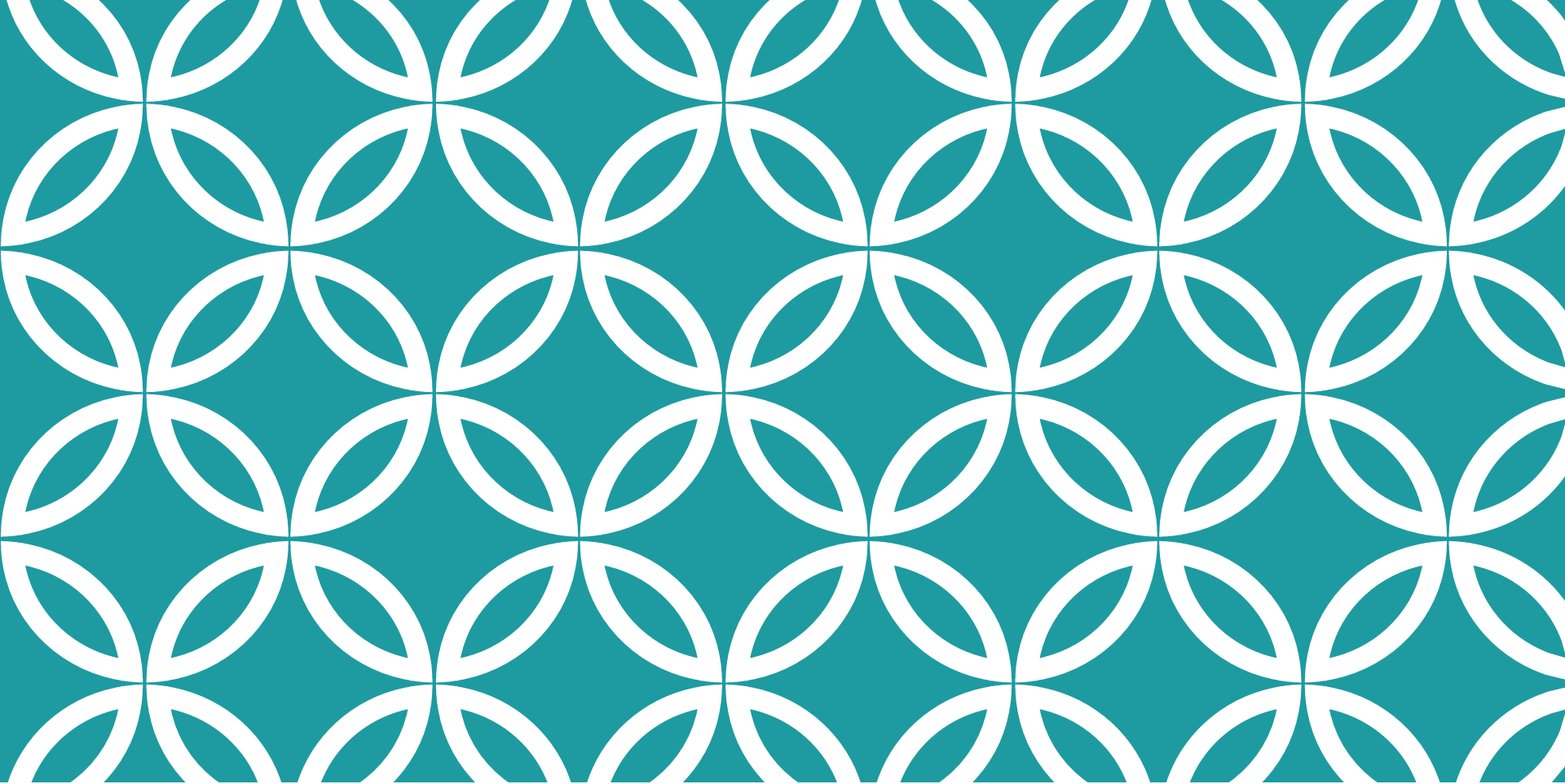


# CASE HISTORY

- Child's Name, Age & DOB
- General timeframe when child came into system, brief description of sustained petition, which WIC counts were sustained.
- Name of parents or legal guardian, name/age of siblings
- Status of reunification services or case plan.
- Date CASA was appointed
- ICWA Status

# CURRENT STATUS

- Placement
- Family (Including current visitation schedule)
- Education
- Mental Health/Behavioral Services
- Regional Center Services
- Medical Issues
- Probation



# OVERVIEW



# OVERVIEW: KEY POINTS

- Use your advocacy goals as your jumping off point.
- Use information/interviews/opinions that support your recommendations and your advocacy goals.
- Use your team : Talk to your CSW, attorney and SPC/PC about your goals for the case and the best way to get there.