

**Family Court of New York
County of Chautauqua
Court Appointed Special Advocate Court Report**

Children's Names: *Full names, no nicknames* **Dates of Birth:** *Spelled out: January 1, 2019*

Docket #s:

CASA Volunteer:

Date Report Written: *Spelled out: January 10, 2019*

Current Issue before the Court:

A *Pre-Trial* before the Court on *May 5, 2010* at *1:00PM* in Mayville.

Months in Placement:

Number of Placements:

Contacts: *Names of persons seen face-to-face or called, title of person and date of contact:*

<i>Peter Pan</i>	<i>Child</i>	<i>01/02, 01/15/19</i>
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Narrative:

This section should include the following:

- *Name of child, current age and where they are residing*
- *Brief factual history of the child and family*
- *Level of compliance with previous court orders (usually pertains to the parents)*
- *Any information gathered from reports or records reviewed*
- *Any change in the family or child's placement, psychological, emotional or health needs, protection issues or financial/material needs*
- *Available resources within the family or community to meet identified needs*

Education/ Academics:

This section should include the following:

- *Current school and grade attending*
- *Current academic standing (passing, failing, etc.)*
- *Current level of educational needs and if the school is providing intervention*
- *Hopes and dreams of the child's vocational future (if age appropriate)*

Concerns/Suggestions:

This section should include the following:

- *List concerns/suggestions in a bulleted list*
- *Each concern should be followed with a suggestion*
- *Highlighting issues that require attention by the Court*
- *Objectivity is key!*

Respectfully submitted,

Volunteer's Name

Court Appointed Special Advocate Volunteer

Kathy Park

Executive Director

Court Appointed Special Advocates of Chautauqua County, Inc.

Helpful Hints

- Reports must be typed with 1" margins and single line spacing
- Pages are numbered
- Reports are written in third person
- All information is appropriately organized
- Concerns stem logically from facts
- Only facts are presented, judgmental statements are omitted
- All sources of information are identified accurately with the appropriate courtesy title and correct spelling of names with dates when contact was made
- All statements are attributed to their source (i.e., Mrs. Sample reported)
- Avoid contractions and abbreviations
- Staff will confer with you should editing be suggested and you will receive a final version of your report
- Reports are to be submitted to the volunteercasachq@gmail.com