

CASA for Children of Klamath County  
403 Pine Street, 3<sup>rd</sup> Floor  
Klamath Falls, Oregon 97601  
(541) 885-6017



## Getting Started on Your Case

The following information will help you get started on your case so you can effectively advocate for the child(ren) you have been appointed to.

The Volunteer Coordinator will work closely with you to answer any questions you may have. There are a number of resources on the CASA website. Click on Volunteer Resources at [www.klamathfallscasa.org](http://www.klamathfallscasa.org) Please contact us with any questions. We are here to help you!

\_\_\_\_\_  
Volunteer Coordinator  
E-mail: \_\_\_\_\_

Sandy Berger  
Executive Director  
[casa@co.klamath.or.us](mailto:casa@co.klamath.or.us)

## Contact Information

Case Name \_\_\_\_\_

Court Case Number \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

Child's Name \_\_\_\_\_ Age \_\_\_\_\_

## Court

Judge: \_\_\_\_\_ Court Rm. \_\_\_\_\_

Hearing Time: \_\_\_\_\_

## Parents

**Dad's Name** \_\_\_\_\_ Phone \_\_\_\_\_

Child(ren): \_\_\_\_\_  
\_\_\_\_\_

**Dad's Name** \_\_\_\_\_ Phone \_\_\_\_\_

Child(ren): \_\_\_\_\_  
\_\_\_\_\_

**Dad's Name** \_\_\_\_\_ Phone \_\_\_\_\_

Child(ren): \_\_\_\_\_  
\_\_\_\_\_

**Mom's Name** \_\_\_\_\_ Phone \_\_\_\_\_

## Attorneys

### Child(ren)'s Attorney:

Name \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_

### Dad's Attorney:

Name \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_

### Dad's Attorney:

Name \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_

## Parties and Contacts

### Child Welfare Caseworker:

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Address: \_\_\_\_\_

### Foster Parents:

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Address: \_\_\_\_\_

Child(ren) placed in foster home: \_\_\_\_\_

### Foster Parents:

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Address: \_\_\_\_\_

Child(ren) placed in foster home: \_\_\_\_\_

### Child's Therapists:

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Address: \_\_\_\_\_

Child(ren) assigned to therapist: \_\_\_\_\_

### Child's Therapists:

Name \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Address: \_\_\_\_\_

Child(ren) assigned to therapist: \_\_\_\_\_

**Child's School and Teacher:**

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Phone \_\_\_\_\_

Teacher: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Child's School and Teacher:**

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Phone \_\_\_\_\_

Teacher: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Child's School and Teacher:**

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Phone \_\_\_\_\_

Teacher: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Child's School and Teacher:**

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Phone \_\_\_\_\_

Teacher: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Child's School and Teacher:**

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Phone \_\_\_\_\_

Teacher: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Parent's Court-Ordered Service Providers

If there is a signed parent Release in the case file, please contact the following providers regularly to monitor parent progress in services so you can relay in court reports to the judge.

### Mom's Service Providers

Child Visitation (Y/N)      Supervised (Y/N)

1. **Provider Name** \_\_\_\_\_

Agency Name \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Court-Ordered Service: \_\_\_\_\_

2. **Provider Name** \_\_\_\_\_

Agency Name \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Court-Ordered Service: \_\_\_\_\_

3. **Provider Name** \_\_\_\_\_

Agency Name \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Court-Ordered Service: \_\_\_\_\_

4. **Provider Name** \_\_\_\_\_

Agency Name \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Court-Ordered Service: \_\_\_\_\_

## Dad's Service Providers

1. Provider Name \_\_\_\_\_

Agency Name \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Court-Ordered Service: \_\_\_\_\_

2. Provider Name \_\_\_\_\_

Agency Name \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Court-Ordered Service: \_\_\_\_\_

3. Provider Name \_\_\_\_\_

Agency Name \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Court-Ordered Service: \_\_\_\_\_

4. Provider Name \_\_\_\_\_

Agency Name \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

Court-Ordered Service: \_\_\_\_\_

## Checklist and Timeline

Date of signed Order Appointing CASA: \_\_\_\_\_, 20\_\_\_\_.

Thank you for being the Voice of the Child in Court. In addition to providing consistent advocacy and being a consistent, caring adult in a child's life, your role in relaying the needs and wishes of the child is invaluable.

Never doubt that you make a difference simply by being there for the child, listening to their story, and ensuring their voice is heard.

The Volunteer Coordinator provides CASA volunteers with support, supervision and guidance as they advocate for their assigned children. The "Complete by" dates are estimates tied to the date of the signed Order listed above.

### Item (√)

### Complete by:

\_\_\_\_\_ **CASA Order.** The Volunteer Coordinator will provide to you a copy of the judge's signed Order Appointing you as the Court Appointed Special Advocate.

\_\_\_\_\_  
When Order is Signed

\_\_\_\_\_ **Case Assignment Meeting.** When you have your case assignment meeting with the Volunteer Coordinator, the Coordinator will:

\_\_\_\_\_  
Five Days

- Call the court, 883-5503, Ext. 226, to get the next scheduled court date in your case. Even though you may not have time to do a court report prior to the first hearing, attend to introduce yourself and take notes.
- Check the current Citizen Review Board schedule to see if your case is scheduled for a CRB. Even though you may not have time to gather information for a court report, attend CRB to introduce yourself and take notes.
- Contact the caseworker to schedule a case review meeting with you, the caseworker and the coordinator. She will also request that the Child Welfare case file be made available for copying following the case review meeting.

\_\_\_\_\_ **Child's Attorney.** Call child's attorney to let him/her know you have been assigned to advocate for the child. Schedule appointment with the child's attorney or meet with the attorney following a court hearing to staff case and to find out if the attorney has any specific recommendations on what you can be advocating for in the child's best interests.

\_\_\_\_\_  
Five Days

\_\_\_\_\_ **Foster Parents.** After you and the Volunteer Coordinator review your schedules to get some proposed dates to visit with the child, call foster parents to introduce yourself as the CASA volunteer. By this time, the foster parents may have received the signed Court Order and form letter explaining that you have been appointed as the CASA. If not, let them know they should receive it soon. Foster parents learn about the CASA program during training so they should have a general idea of your role. Schedule your first visit with the child. The Volunteer Coordinator may attend the first visit to take pictures of the CASA with the child(ren).

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Five Days

\_\_\_\_\_ **Parent(s).** If you receive attorney approval to meet with the parent:

1. Contact each parent to schedule a time to meet with them at the CASA offices. Let the parents know you are a volunteer who will be advocating for their child. As parents, they can provide you with helpful information to ensure the needs of their child are being met. If the parents are residing together, you can schedule one meeting. If they are separated or if there is a “no contact” order in place, you will need to meet with them separately. The Volunteer Coordinator attends the parent meeting.

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Seven Days

\_\_\_\_\_ **Child Welfare.** Meet with Child Welfare caseworker to staff case. Copy Child Welfare case file.

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Seven Days

\_\_\_\_\_ **Contact Volunteer Coordinator.** Based on the information received from the caseworker and case file, please ensure the Coordinator has the names of the teacher and school for each child and the names of any service providers for the child. The Coordinator will send them the signed Order appointing you as the CASA.

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Seven days

\_\_\_\_\_ **Child Visit.** Visit with the child in the foster home. If the child is old enough to write a note to the judge, the child can fill out the *I would like the judge to know* form. This does not need to take place at the first visit. Take a picture of the child(ren).

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Seven days

\_\_\_\_\_ **Child's Birthday.** Diary the child's birthday to send a birthday card. You can also talk to the foster parents about attending the child's birthday. Small gifts are allowed for a CASA child.

\_\_\_\_\_  
Seven days

\_\_\_\_\_ **Foster Parents.** Visit with the foster parents. Let them know CASA would like to partner with them as you advocate for these children. Ask if there is a day and/or time that is most convenient for them as you plan to visit with the child at least once a month. Foster parents are a valuable source of information regarding school, medical, dental, etc. Give them your e-mail and contact information and ask if they can notify you of any meetings involving the child, e.g., school meetings, etc. CASA attends all meetings involving the child.

\_\_\_\_\_  
Seven days

\_\_\_\_\_ **Parent Meeting.** Meet with the parents together with the Volunteer Coordinator at the CASA offices. Ask if they can sign a Release that will allow you to report progress in their services. Ask if they received A Parent's Guide to the Court and Child Welfare system. If not, write down the name of the Guide and recommend that they contact their attorney to find out how to get one from the courts. Provide parents with the resource information folder.

\_\_\_\_\_  
Ten days

\_\_\_\_\_ **Contact Parents' Service Providers.** If the parents sign a release, the Volunteer Coordinator will mail your CASA Order to the service providers. Follow up with phone call. Let the provider know you are advocating for the child as the parent is working toward family reunification. Ask how the parent is doing in services.

\_\_\_\_\_  
Two weeks

\_\_\_\_\_ **Contact Children's Service Providers.** Let the child's teacher or service provider know that you are advocating for the child and that you will be preparing a court report for the judge with recommendations in the child's best interests. Ask if they have any information or concerns they would like you to relay to the judge. Also ask if they have specific recommendations on how to meet the child's needs; e.g., do they know of a community resource that would help the child.

Additionally, has the teacher or provider noticed a skill or talent so you can advocate for activities, sports or recreation while the child is in foster care.

\_\_\_\_\_  
Two weeks

- \_\_\_\_\_ **First Court Report.** Based upon the information received from the Child Welfare case file, child, child’s attorney, foster parents, parents and service providers, start drafting your first CASA Court Report

\_\_\_\_\_  
Two weeks
  
- \_\_\_\_\_ **CASA Staffing.** Meet with Volunteer Coordinator to review your case, answer any questions you may have, and review your first CASA Court report.

\_\_\_\_\_  
Three weeks
  
- \_\_\_\_\_ **Child Visit.** Have second visit with child(ren) and visit with child(ren) at least once a month until case closed.

\_\_\_\_\_  
Thirty days
  
- \_\_\_\_\_ **Monthly Report.** Fill out and e-mail monthly report to the Volunteer Coordinator. Continue to submit monthly reports until case is closed.

\_\_\_\_\_  
Thirty days
  
- \_\_\_\_\_ **Volunteer Support.** Call the CASA offices when you have any questions. We’re here to help you!

\_\_\_\_\_  
Anytime.
  
- \_\_\_\_\_ **Court Reports.** Ten days prior to a court hearing, e-mail your CASA court report to the Volunteer Coordinator. Prepare updated court reports for the judge that includes *new* information since the last court hearing, the wishes of the child(ren), and your recommendations in the best interest of the child.

\_\_\_\_\_  
As scheduled
  
- \_\_\_\_\_ **Court Hearings and Citizen Review Board (CRB) hearings**  
In addition to submitting your court reports to the judge and CRB, it is important to attend these hearings. It is helpful for the judge and CRB to hear “out loud” your concerns and recommendations. We understand you may not be able to attend all of the hearings. Please contact CASA if you are not able to attend a hearing.

\_\_\_\_\_  
As scheduled
  
- \_\_\_\_\_ **Training.** Attend at least 12 hours of training each year and turn in training hours to the CASA offices.

\_\_\_\_\_  
One Year
  
- \_\_\_\_\_ **CASA Review.** The CASA offices will contact you at your one year anniversary to schedule an annual review.

\_\_\_\_\_  
One Year

Dated: \_\_\_\_\_

\_\_\_\_\_  
CASA Volunteer

\_\_\_\_\_  
Volunteer Coordinator