

**THIS SECTION DOES NOT GET INCLUDED IN THE ACTUAL REPORT BUT IS FOR YOUR REFERENCE AS YOU ARE PUTTING THE REPORT TOGETHER.**

### **Court Report Criteria**

Each court report should include (unless not applicable) something about the following categories pertaining to each child and the parents. Address needs/concerns as well as progress.

- Contacts: It is critical to have sufficient contact with all parties involved in the case and that have knowledge of any aspect of the case in order to support the information in your court report.
- Service plans noting the status of each requirement for parents
- Placement: what the placement is, how the children are doing in it, any problems or needs to be addressed
- School: grade, address any educational/behavioral needs, report on progress
- Medications: name and what they are for, any recent changes, medical/health issues
- Therapy: who the children see for therapy, how often, what therapy notes indicate in terms of progress/concerns
- Visits: note any progress, problems, who the children are visiting with and how often
- Paternity status
- Relative/kinship options/status, home studies
- Permanency goal: what needs to be done to accomplish  
If reunification: what do the parents still have to do to accomplish  
If termination: what are the options for the children  
If PMC/relative/kinship placement: are necessary resources available
- What are the issues that still need to be addressed
- Recommendations; know your reasons for the recommendations and state them in the report

Some child, parent, placement and relative information will be in the tables on page 1. Further information regarding issues will be in the summary. Information regarding service plans will be in the table with elaboration if needed in the summary.

You should not include names of foster parents or children's schools.

The Child/Situation section is basically a brief summary of the affidavit that stated why the child(ren) initially came into foster care.

Each supervisor should be notifying the volunteer of upcoming court dates 4 weeks ahead of time so that the volunteer can write the report as completely as possible using the standard form. Those can be e-mailed to the supervisor who will add any additional information. After the volunteer and supervisor agree on the content of the report, both will sign off on it. The supervisor will be available to help the volunteer in any way possible.