

Steps to Getting New Case

1. Read Affidavit
2. Make a CASA appointment for judge to sign, take to Adversary
3. Look through paperwork for placement, if not there contact investigator for placement- Name, phone number, address
4. Put Placement contact information into your phone, after their name put a – with Case Name. It helps to put kids names and DOB in your phone
5. Put Case name on your visit list
6. Put Case name on your Advocate Checklist with date we received case
7. Put Case name on your players list and the case # with players you know so far and add as you get more.
8. Call placement to check on children and arrange for a time to visit.
9. Read Case Information in Optima
10. Fill out A.C. assigned on case Form and send to parties and print and put in file, put into optima.
11. Visit with placement and children: questions- child been to Dr.? Caught up on immunizations, enrolled in school-what grade, eating, sleeping, child visited with parents? When and where. Look at green educational binder.
12. After visit type up email about visit and send to caseworker, CPS supervisor, AAI, CASA Coordinator.
13. Copy and Paste visit report into Optima under Visit reports and Check all parties it went to.
14. Do Adversary court report 7 days before hearing, have Program Director sign and e-file. If the court report is late put a Late Court Report Form into Section 2 of file and scan and put into Documents in Optima.
15. After court fill out in Optima under contact with Professionals -subject put Court Hearing Notes and put your notes from court, detail what was said and who you talked to along with if any new attorneys were assigned put into Associated Parties.