



**IN THE CIRCUIT COURT FOR THE EIGHTEENTH JUDICIAL CIRCUIT
DUPAGE COUNTY, ILLINOIS**

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CASA REPORT
(with instructions for completing)

Report Date: **Date of advocate’s draft report**
Court Date: **Date of court hearing for which report is submitted**
Time: **Time of hearing (usually 9:00)**
Courtroom: **Courtroom to which case was assigned (3000 or 3002)**

In the Interest of:

CHILD	AGE	DOB	CASE#	NM	NF
Full name of child	Age	Date of birth	# JA #	Mother’s name	Father’s name

CASA Advocate: **Your first name and last initial**
CASA Supervisor: **Your Supervisor’s name**

Submitted to the parties below:

Judge: **Hon. (name of assigned judge)**
State’s Attorney: **Name of assigned State’s Attorney**
GAL: **Name of assigned Guardian as Litem**
NM’s Attorney: **Name of mother’s attorney**
NF’s Attorney: **Name of father’s attorney**
Agency: **DCFS or name of POS agency**
Caseworker: **Name of individual caseworker**

CASE HISTORY

A short factual description of the reason(s) the case entered the system and court involvement. Also indicate where the child(ren) have been placed and update developments regarding placements and if parental rights are terminated. *This section typically stays the same after the first report with only placement or legal progression updates if applicable.

HEARING SUMMARY (Advocate Supervisor will help fill this in with appropriate dates)

Shelter Care or Direct File Date:
Adjudicatory Hearing Date:
Dispositional Hearing Date:
Last Permanency Review Date:
Number of Permanency Reviews:
Next Scheduled ACR Date:

CONTACTS

DATES

Visits with child(ren)	List of dates since last report
Phone with CW	List of dates since last report
Phone with FP	List of dates since last report
ACR	ACR date if attended since last report
Family Meeting / Other	Meeting dates if occurring since last report

CASE REVIEW

The case review is the body of our report. It should contain sections/paragraphs summarizing contacts and observations you have had with the various people associated with your case since your last report. Should include a section for each child (or can combine children into one section). If applicable, may also have separate sections for foster parent(s); natural parents (or each parent separately) and possibly other relevant persons such as therapist, residential caseworker, etc. Typically, this section will contain sections for the child(ren) and the foster parents, and perhaps the parents depending upon the dynamics of your case.

Each section should have a heading, i.e. Johnny – minor child

SUMMARY

- **This section should draw attention to areas you want to highlight from your report**
- **It should contain key points that are substantiated by entries in the body**
- **It should be short, concise bulleted statements**

- Number months in system: **(Always include the number of months the child(ren) have been in the system)**
- Number of placements: **(Always include the number of placements for each child)**

Respectfully submitted,

[first name & last initial], Advocate

[Your supervisor's name], Advocate Supervisor