

**COURT OF COMMON PLEAS
JUVENILE DIVISION
HAMILTON COUNTY, OHIO**

**IN RE: CASE NAME IN BOLD
and UNDERLINED**

CASE NO: (from court order or complaint)

**REVIEW REPORT OF GUARDIAN AD LITEM
AND COURT APPOINTED SPECIAL ADVOCATE**

MAGISTRATE: (*from court order*)

DATE: (use court date and date written)
(mm/dd/yyyy, written mm/dd/yyyy)

HISTORY: (A brief history of the case. Should include child's name and date of birth which should be **IN BOLD AND UNDERLINED**. Should also include legal status (Temporary Custody (TC), Planned Permanent Living Arrangement (PPLA), Permanent Commitment (PC)). Also include the number of months the children have been in the custody of HCJFS as well as the permanency plan. **PARENTS AND RELATIVES NAMES SHOULD BE IN BOLD AND UNDERLINED.** *KEEP HISTORY SHORT.*)

RECOMMENDATIONS: (Should be numbered and listed as below. Add 5 and so on if additional matters need attention. **PARENTS, RELATIVES AND CHILDREN'S NAMES SHOULD BE IN BOLD AND UNDERLINED.** Foster parents' names or identifying information are not to be used. *Keep recommendations in short sentences.*)

1. Placement:
2. Education:
3. Therapy/Medical:
4. Parents Services:
5. Visitation:

BASES: (Paragraphs should be numbered and follow along with recommendations. Each numbered basis should support reasoning for each recommendation. Under Placement include the progress toward a permanency plan. Under therapy, include medication, amount taken, and diagnosis or reason. Keep it factual and attach supporting documentation. **PARENTS, RELATIVES AND CHILDREN'S NAMES SHOULD BE IN BOLD AND UNDERLINED.** Do not include foster parents' names or any identifying information.)

1. Placement:
2. Education:

3. Therapy/Medical:
4. Parents Services:
5. Visitation:

CONTACTS: Information was obtained from (A full and complete list of all contacts made, including experts consulted and other individuals providing information about the case. List should include name and position on the case. A detailed list of the specific dates of contact with the child should also be included. **PARENTS, RELATIVES AND CHILDREN'S NAMES SHOULD BE IN BOLD AND UNDERLINED. FOSTER PARENTS' NAMES AND IDENTIFYING INFORMATION ARE NOT TO BE USED. PLEASE DO NOT USE ANY ADDRESSES.**)

REPRESENTATION: The Guardian ad Litem (GAL) and CASA performed duties as required by O.R.C. Section 2151.281 and Rule 48 of the Rules of Superintendence for the Courts of Ohio. I/We hereby represent that I/we have made reasonable efforts to become informed of the facts of the case and to contact parties, unless impracticable or inadvisable. These reasonable efforts include visiting and meeting regularly with the child, observing the child with each parent, foster parent, guardian, or physical custodian and conducting at least one interview with the child where none of these individuals is present and ascertaining the wishes of the child. These reasonable efforts also include, but are not limited to, a review of relevant records and documents, which may include educational, therapeutic, diagnostic, forensic, mental health, medical, criminal, delinquency, social work, court and other records and materials. I/we have also performed necessary activities, including but not limited to attending court hearings and meetings pertinent to the case, and have performed additional activities in order to investigate, monitor the case, and make recommendations to the Court and advocate on behalf of the child's/children's best interest.

Respectfully Submitted,

 (CASA name)
 ProKids CASA

 (CASA Manager Name)
 ProKids GAL

Because of Superintendence Rule 44 dealing with confidentiality and access to Juvenile Court Records, ProKids is required to make changes to court reports. Please note that important items are in BOLD and UNDERLINED. In addition, the following sentence should be at the bottom of the last page of the Court Report.

The bold and underlined portions of this document are “personal identifiers” as that term is used in Sup. R. 44 of the Rules of Superintendence for the Courts of Ohio and are subject to redaction in the event of a request for production of court records by a non-party.

ATTACHMENTS: Attachments such as therapists' reports, school records, etc. must be handled carefully and should not be attached to the report. The CASA Manager and the Attorney will determine how to submit the attachments appropriately.