**Court Report Writing Take-aways**

* Due 15 business days (20 for your first report) prior to the hearing date
* Should be sent as a Word Doc to your AS and to RCvolunteer@speakupnow.org
* Discuss only the last six months, unless something has continued over from the last report.
* Do not copy and paste any information from the previous court report, other than the History.
* Answer all questions, other than “Persons Contacted”, in complete sentences so that the content makes sense once it is pasted on the letterhead. Imagine the questions being removed when answering.
* All dates should be written out. For example, August 26, 2021 rather than 8/26/2021
* Do not use contractions. For example, “did not” rather than “didn’t”
* All caregivers are kept confidential. Be sure to refer to them as caregiver, foster parent or foster mother/father rather than their real names.
* Always use mother and father rather than mom and dad. Use full names at the first mention of the parents and then subsequently refer to them as Ms. X or Mr. Y.
* There are four sections:
1. History
* Based on information from the Detention and Jurisdiction Disposition reports
* Only has to be written once and will be used on future reports
* Only the placement history should be updated for each report
1. Current Situation
* Only factual information (no opinions)
* Always remember to include who told you what, and when.
* All questions that pertain to your child should be answered
1. Assessment of the Child’s Needs
* Briefly reintroduce the facts, and discuss your thoughts, feelings, observations and beliefs about the child’s unmet needs.
* Include all things that you think the child would benefit from and why.
* No new information is to be introduced here.
1. Recommendations
* Based on the facts presented in the Current Situation and your opinions presented in the Assessment of Needs section, you will be making recommendations to the Court.
* Your AS should be able to formulate the recs from your Assessment.