

A CASA's guide to attending court hearings

1. Please dress in professional attire. (no jeans, sneakers, or athleisure wear)
2. Arrive to the courthouse between 8:00 and 8:15 a.m. with your CASA badge.
3. The courtroom doors open at approximately 8:15 a.m.
4. Check in with the court officer.
5. If you have not received a copy of the social worker's report, this can be requested through your advocacy supervisor.
6. If they are present, a Voices for Children staff member will introduce you to the professionals on the case.
7. If your case child is present, you can wait with them outside the courtroom.
8. When the case is called, sit at the table, closest to the middle as possible; or sit in the chair provided close to the table. The court officer will tell you where to sit if you are unsure.
9. Ensure that the court officer announces your presence and that the judge indicates they have read and considered your report.
10. If the judge asks if you have anything to add, you may highlight a particular recommendation, concern, or positive attribute of your case child. Keep your remarks to several sentences.
11. When addressing the judge, please stand and refer to the judge as "Your Honor."
12. If your supervisor did not attend the hearing with you, send an email to your supervisor with details of what occurred at the hearing.