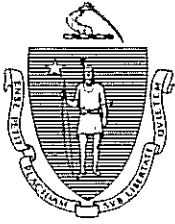


# *Trial Court of The Commonwealth*

## *Juvenile Court Department* *Suffolk County Division*

### CASA

#### Court Appointed Special Advocate Program



FIRST JUSTICE  
PAUL D. LEWIS

DIRECTOR  
SUSAN CONRAD

### The CASA Volunteer

#### Requirements:

1. The CASA must be at least 21 years of age and have successfully passed screening requirements, which include a written application, personal interview, references and criminal record and background check.
2. The CASA must successfully complete 40 hours of training.
3. The CASA should attend additional in-service seminars offered by the Program.
4. The CASA is appointed to his/her case by the Judge as a Guardian ad Litem. He/she reviews the record, facilitates a prompt thorough review of the case and interviews appropriate parties in order to make recommendations on what would be in the best interest of the child. He/she submits written reports to the Judge at each hearing, updating the Court on the status of the case and any recommendations.

#### Roles & Responsibilities of a CASA Volunteer:

1. Maintains complete written records about the case, including appointments, interviews and information gathered about the child. Logs are kept as to time spent and contacts made in person or by telephone with any of the parties or collaterals in the case.
2. Reports any incident of child abuse or neglect observed to the CASA supervisor.
3. Assures that the child's best interests are being represented at every stage of the case by attending the Court Hearings, and making written recommendations to the Court on what is best for the child.
4. Monitors the case by visiting the child as often as deemed necessary to observe whether the child's essential needs are being met.
5. Determines if a service plan has been created for the child, and whether appropriate services are being provided to the child and family.
6. Participates in any planning or treatment team meetings involving the child in order to keep informed of the child's permanent plan.

7. Ensures that a permanent plan is made in a timely manner for either reunification or where not possible, permanent placement out of the home, i.e. Guardianship, Adoption.
8. Remains actively involved in the case until discharged by the Court.
9. The CASA Volunteer respects the right of Privacy by keeping information that would identify parties involved in a case confidential.

**CASA Volunteers DO NOT do the following:**

1. The CASA volunteer will not become inappropriately involved in the case by providing direct service to any parties that could a) lead to conflict of interest or liability problem or b) cause a child or family to become dependent on the CASA volunteer for services that will be provided by other agencies or organization.
2. Examples of inappropriate practices are:
  - A. Taking a child home or sheltering a child in the home.
  - B. Transporting a child.
  - C. Giving legal advice or therapeutic counseling.
  - D. Making placement arrangements for the child.
  - E. Giving money or gifts to the child or family.
3. A CASA volunteer is not related to any parties involved in the case, or employed in any position and/or agency that may result in a conflict of interest.
4. The CASA Volunteer will return all files, reports and any additional material on the case once the case becomes inactive. These files are to be returned to the Boston CASA Office.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Supervisor