

## **VOLUNTEER ADVOCATE “TO DO” LIST FOR TMC CASES**

After completion of training and being sworn in by the Court, a Volunteer Advocate must read the CASA file and sign acceptance forms. The following is a list of responsibilities for Temporary Orders (TMC) Cases.

1. Discuss plan of action with your CASA Supervisor.
2. Call CPS caseworker, introduce yourself, and set up an appointment to read the CPS case file. Your supervisor will try to accompany you to do this.
3. Go to CPS and read their file; you may also want to go to court and read the court file, especially the affidavits.
4. Call the parents' attorney, if they have one, and secure permission to speak to their client
5. Contact all other parties on the case and introduce yourself.
6. Set up visit with child at their placement. Your supervisor will want to accompany you on (at least) your first visit.
7. Set up visit with parents. Your supervisor will accompany you on all visits with the biological parents.
8. Visit on phone or in person with individuals who may have pertinent information, i.e., doctors, teachers, therapists, babysitters, family members, neighbors, etc.
9. Contact your CASA supervisor weekly to report progress.
10. Contact your CPS caseworker at least once per month to exchange information.
11. Observe family visits at CPS at least 1-2 times per month.
12. Visit the child's placement at least monthly.
13. Document every contact or attempted contact and provide a copy for your CASA Supervisor. Take complete notes of every phone conversation or visit.
14. Attend all staffings.
15. Discuss court reports and correspondence with your CASA Supervisor prior to hearings or distribution.
16. Prepare court reports at least 72 hours before hearings.
17. Appear in court and advocate for the child(ren)'s best interest.
18. Monitor the case to ensure court orders are being carried out, services to the child are being furnished, and placement is appropriate.
19. Work towards a timely decision regarding permanency and resolution of the case.
20. When the case is closed or the advocate can no longer volunteer, the volunteer file must be returned to the CASA office.