

GAL / CASA RESPONSIBILITIES – CINA CASE

The CASA volunteer and assigned GAL work collaboratively as a team. The CASA volunteer serves as the child’s advocate under the guidance of the assigned GAL. The level of involvement of the GAL in activities takes into account the skills and experience level of the CASA volunteer, as well as the needs of the case. **All pleadings and court reports must be edited, co-signed, and filed by the assigned GAL.**

Activity	CASA	GAL	Comments
1. Review the CINA petition and OCS discovery.	X	X	
2. Request and review copies of records.	X	X	The GAL considers assigning the CASA volunteer the task of reviewing records and then summarizing the information learned.
3. Meet with the child within 5 days of assignment and twice monthly thereafter.	X		The GAL accompanies the CASA volunteer on the first or second visit with the child. The CASA volunteer sends a summary of these meetings to the GAL.
4. Explain court proceedings to the child and answer questions about the role of the GAL/CASA and the child’s rights.	X	X	
5. Encourage older youth to participate in court hearings as appropriate.	X		
6. Appear at all court hearings, present appropriate witnesses to testify, and present relevant information about the child’s status and needs to the court.	X	X	The GAL and CASA volunteer should discuss what this looks like in their initial meeting.
7. Inform the child about the outcome of all court hearings and keep the child updated about other aspects of the case.	X	X	The GAL and CASA volunteer should discuss what this looks like in their initial meeting.
8. Advise the court promptly if appointment of counsel for the child should be considered.		X	CASA volunteer alerts GAL of need for action.
9. Determine whether to seek appointment of a GAL or attorney in related legal proceedings.		X	CASA volunteer alerts GAL of need for action.
10. Advocate for early tribal identification and maintain contact with ICWA worker.	X		
11. Ensure child’s cultural needs are being addressed.	X		

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12. Advocate for early paternity determination.	X		
13. Meet with the parents and any other guardian or custodian.	X		The GAL may want to accompany the CASA volunteer to the first meeting. If parent/guardian is represented by an attorney, the GAL obtains consent prior to initiating communication.
14. Observe child’s interactions with parents or other potential caregivers.	X		The GAL may want to accompany the CASA volunteer to the first observation.
15. Identify relatives or other persons who are potential placement options; provide information to the OCS and/or the court for consideration.	X		The CASA volunteer should discuss this with the GAL.
16. Determine and make recommendations for appropriate placement and family contact.	X		The CASA volunteer discusses all recommendations with the GAL.
17. Meet with the assigned OCS worker. Maintain regular contact to discuss case progress and/or roadblocks.	X		The CASA volunteer discusses any problems with the GAL, and copies the GAL on any email communication with the OCS worker.
18. Participate in case planning process.	X	X	The GAL and CASA volunteer should discuss what this looks like in their initial meeting.
19. Attend all OCS administrative meetings related to the child (e.g., FACE, TDM, Admin review, PPC).	X		The GAL attends only as needed. The CASA volunteer sends a summary of the meeting to the GAL.
20. Determine and advocate for services to meet child’s needs.	X		
21. Meet with the child’s teacher, child care provider, mental health provider, health care provider and others as necessary, and attend all staffings related to the child.	X		The GAL participates only as needed. The CASA volunteer sends a summary of these meetings to the GAL.
22. Monitor services to the child provided by educational, medical, mental health, and other community systems and ensure these services are promoting the best interests of the child.	X		
23. Consult with independent experts as necessary to determine child’s best interest.	X	X	The GAL submits pre-authorization requests as needed. Must consult with GAL before pursuing.

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24. Request specific court orders for evaluation, services, visitation, treatment for the child and child's family, and placement of the child.	X	X	The GAL and CASA volunteer should discuss what this looks like in their initial meeting.
25. Monitor the provision and utilization of family support services for all family members.	X	X	The GAL and CASA volunteer should discuss what this looks like in their initial meeting.
26. Take appropriate and timely action when services are not being made available to the children, the family or both; when the child or family fails to take advantage of such services; or when services are not achieving their purpose.	X	X	The GAL and CASA volunteer should discuss what this looks like in their initial meeting.
27. Provide timely written reports as required by court order or rule.	X	X	CASA volunteer can assist with reports required or ordered by the court. GAL edits, co-signs, and files in court. The GAL and CASA volunteer should discuss what this looks like in their initial meeting.
28. Determine whether to call the child as a witness or determine appropriate action if others seek the child's testimony, and familiarize the child with the process of testifying.	X	X	CASA volunteer and GAL discuss best course of action.
29. When appropriate, seek cooperative solutions to disputes concerning the child's situation to serve the child's best interests. Attend any alternative dispute resolution: mediation, settlement conference, FGC.	X	X	CASA volunteer and GAL discuss best course of action. GAL accompanies CASA volunteer.
30. Take appropriate action, including possible notification to the court, when informed of any violations of court orders, new developments, or material changes in the child's circumstances.	X	X	The GAL and CASA volunteer should discuss what this looks like in their initial meeting.
31. Ensure that a permanent plan for the child is created and implemented in a timely manner.	X		CASA volunteer alerts GAL of need for action, if necessary.