

COURT REPORT WRITING TIPS

FOSTER PARENTS/PLACEMENT

Keep full names and identifying info out of your report. Use “foster mom/dad” or just first names “Sue and Dave”

SIBLINGS NOT ON THE CASE

Only state information that pertains to the child appointed to you. For example, “Johnny states he misses his siblings and wants to have contact with them.”

OBSERVATIONS VS INTERPRETATIONS

Remember to write what you observe rather than how you interpret what you have observed. For example, “foster mother has taken Mariah to all of her medical appointments” vs. “foster mother is taking good care of Mariah”.

CONSISTENT WORD USAGE

If you write “mom stated...” continue to use “mom” throughout the report. If you say “I” when referring to your CASA role or if you say “This CASA”, keep it consistent throughout the report.

DATES

Include important dates in the assessment section and brief history to provide context.

ACRONYMS

Spell out acronyms the first time you use them in the report with acronym in parenthesis, then use the acronym for the remaining report. For example, “Foster Care Review Board (FCRB)”

tone

Should be objective, balanced, & professional

AUDIENCE

This is a legal document written for the Judge.

