

RE: ATTORNEY GALS and SPECIAL ADVOCATES

Page 1 of 2 pages

Effective immediately, whenever an attorney-Guardian ad Litem and a Special Advocate from the CASA Office are both appointed for a child, the duties and responsibilities of each are to be as follows:

1. The Special Advocate is to:

----Complete an intensive investigation of the child's situation, to include contact with the child, natural parents, foster parents or other caretaker, social worker, school and any other party having relevant information;

----Submit written reports to Family Court outlining findings and recommendations;

----Appear at all court proceedings concerning the youth;

----Closely monitor the situation as long as the child is under court jurisdiction;

----Confer with and keep the attorney-Guardian apprised as to the child's status and any changes or assistance that may be needed, requested or recommended;

----Insure that the best interests of the child are served.

2. The attorney-Guardian is to:

----Provide legal advice and counsel to the Advocate;

----Appear at probable cause hearings, trials and contested review hearings;

----Discuss the case in detail with the Advocate prior to contested court proceedings;

----If necessary, file motions, subpoena witnesses and documents, present relevant evidence and examine witnesses;

----Submit written reports to Family Court as directed by the judge hearing the case, or, where appropriate, to insure that the best interests of the child are served.

3. Any questions or difficulties concerning the roles of Special Advocate and attorney-Guardian are to be discussed with the Director of CASA and, if not resolved at that level, are to be taken to the Family Court judge hearing the case.

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Page 2 of 2 pages

4. For those cases in which only an attorney-Guardian (and not a Special Advocate) is involved, the duties and responsibilities of the attorney are not affected by this Administrative Order. In such cases, guidelines previously issued by the court are to be adhered to strictly.

CHIEF JUDGE OF FAMILY COURT