**\*Please complete the template below and send to** [**reports@speakupnow.org**](mailto:reports@speakupnow.org) **and your Advocacy Supervisor\* Your Supervisor will review and edit the report before reaching out to you with follow up questions.**

**Youth’s Name:**

**JCM Number:**

**Youth’s Date of Birth:**

**Hearing Date:**

**Placement History:** If you’ve already written a history section in your previous report, you can skip this section unless the placement has changed. Please write in complete sentences.

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| 1. Describe the youth’s placement history from initial detention until current placement. Include overall number of placements, types of placements, and any significant reasons for removal, if known.  *Tip: The placement history can usually be found in probation reports* |  |

**Additional Information:** Include only current, factual information that has occurred since the last court report. **Please do not copy any information from your last report, and please remember to follow up on any issues identified in the last report. Always remember: record WHO provided you with the information you are describing, and WHEN you spoke with that person. Please write in complete sentences.**

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| 1. List the ***full names*** of all ADDITIONAL persons contacted during ***this reporting*** ***period***. Include their titles or roles, e.g. caregiver, teacher, probation officer. |  |
| 1. If you are aware your youth is LGBTQIA+ ask them if they have a name, pronoun, or gender that they want us to refer to them as in the report.   Note: You must inform them that this report is going to their social worker/probation officer, the attorneys, the judge, and their parents (if applicable). **Ensure they feel safe and comfortable with us using the provided pronouns/gender/name.** |  |
| 1. Describe any significant changes that have occurred in the youth’s life ***since the previous court report***. How are these changes affecting their placement, education, health, progress on probation, family relationships, etc.?   *Tip: It is especially important that you provide updates on any outstanding needs that were identified in your last report.* |  |
| 1. What is Probation recommending at the upcoming hearing? |  |

**Needs of the Youth:** **This section is only needed if the youth has different or additional needs that were not included in your last report.**

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| 1. Based on the new information you presented, what are your child’s unmet needs? Express any concerns you may have and provide explanations for the concerns. |  |