**\*Please complete the template below and send to** **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.

|  |  |
| --- | --- |
| 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* |  |

**Current Situation:** 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.**

|  |  |
| --- | --- |
| 1. List the **full names** of all persons contacted during **this reporting period**. Include their titles or roles, e.g. caregiver, teacher, social worker.
 |  |
| 1. Write at least 2-3 sentences describing the youth (age, interests, personality, positive attributes, goals, etc.). This section should be positive!
 |  |
| 1. What, if any, extracurricular activities or hobbies are the youth active in or hope/plan to be involved in?
 |  |
| 1. Ask your case child if they have a preferred name, pronoun, or gender that they identify with as an LGBTQIA+ youth. If they do, how would they like us to refer to them 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 their preferred pronouns/gender/name.** |  |
| 1. Generally, how often do you visit the youth (if you have a set schedule, i.e. twice a month)?
2. What kinds of things do you do during visits?
3. How is their behavior during visits?
4. If applicable, how often have you visited the youth since they have been detained in Juvenile Hall?
 |  |
| 1. Where is the youth placed and on what date were they placed there?
2. If the youth is detained in Juvenile Hall, where were they placed prior to their arrest? If released at the hearing, can they return to this placement?
3. Describe how the youth is doing in all placements discussed, including interactions with their caregivers/juvenile hall staff and any other youth or family members in the home.

*\*Tip: If the youth is currently detained in Juvenile Hall, this is an appropriate place to address the incident that led to their arrest. Do not include anything that could be considered an admission of guilt.*  |  |
| 1. Describe any significant changes that have occurred in the youth’s life ***around the time of the incident***. How are these changes affecting the youth’s placement, education, health, permanent plan, etc.?

*\*Tip: You do not need to write an entire court report addressing placement, education, health, etc. The purpose of this section is to give the Court factual information regarding the youth’s current situation and challenges that will help give context to the incident that led to their arrest.*  |  |
| 1. What are Probation and HHSA recommending?
 |  |
| 1. Is there any other information that you would like to include that is not captured in the table above?
 |  |

**Needs of the Youth:** These are your *opinions*, which can be expressed in “I feel” and “I believe” statements, and should be based on the facts presented above. Write a brief summary and give opinion/list concern for each **unmet need** listed in the current situation above. Please write in complete sentences and do not present any new factual information that was not mentioned in the Current Situation section.

|  |  |
| --- | --- |
| 1. Highlight something positive about the youth.
 |  |
| 1. Are there any placement concerns?
 |  |
| 1. Are there any unmet health needs?
 |  |
| 1. Are there any unmet therapeutic needs?
 |  |
| 1. Are there any unmet educational needs?
 |  |
| 1. Are you in agreement with HHSA and Probation’s recommendations? If no, why not?
 |  |