

## NOTICE OF VOLUNTEER APPOINTMENT TO A CASE

IN THE MATTER OF: \_\_\_\_\_

Juvenile Court #: \_\_\_\_\_

This letter is to confirm that (volunteer name) \_\_\_\_\_ has been appointed CASA (COURT APPOINTED SPECIAL ADVOCATE) volunteer for the above-named child(ren) who is the subject of \_\_\_\_\_ Juvenile Court proceedings. This assignment was made on (date) \_\_\_\_\_.

The CASA volunteer is appointed by the court to serve as an independent advocate for the child. The CASA volunteer is involved in legal proceedings involving child. The primary responsibility of the CASA volunteer is to ensure that the best interests of the child are served. This necessitates gathering information from parents, relatives, foster parents, friends, school personnel, counselors and others having knowledge relevant to the child's situation. The CASA volunteer may be contacting you to discuss information you may have concerning this case.

Any questions concerning the CASA volunteer appointed in this case should be referred to the CASA office.

Sincerely,

\_\_\_\_\_

Volunteer Coordinator

Enclosures: CASA Fact Sheet  
CASA Program Brochure

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