

CHICAGO VOLUNTEER LEGAL SERVICES
Child Representative Case Closure Checklist



Because equal access to justice is everyone's fight

CASE: _____ v. _____

CASE NUMBER: _____

JUDGE: _____

TYPE OF PROCEEDING:

Divorce Parentage

TYPE OF APPOINTMENT:

Child Representative Guardian *ad Litem*

ATTORNEY INVOLVEMENT:

Both parties pro se One party represented Both represented

INVESTIGATION OF PARENTS (as necessary)	Mother			Father		
	Yes	No	N/A	Yes	No	N/A
Verified household income						
Verified names, ages and relationship of other household members						
Obtained home study						
Obtained 604.10(b) Custody Evaluation						
Obtained Rule 215 Mental Health Evaluation						
Obtained/verified school attendance and grades of other children in household						
Obtained criminal background information of all household adults						
Requested and obtained drug test results						
Has either party been part of a DCFS investigation in the past or present?						
Has the child(ren) in this case been in the subject of a DCFS investigation?						
Were there allegations of domestic violence either past or present?						
Did either party pursue an Order of Protection?						

PARENTAL ALLOCATION	Mother	Father	Joint
Education			
Medical			
Religion			
Extracurricular Activities			

PARENTING TIME

Majority of Parenting Time Mother Father Joint (50/50)

VISITATION	Mother	Father
Liberal		
Reasonable		
Restricted (<i>briefly explain</i>)		

Child's Needs	Yes	No	N/A	Comments
Verified school attendance				
Verified child's medical care				
Spoke with child's school/teachers				
Spoke with child's counselor/social worker				
Obtained copy of child's most recent report card/records				
Obtained copies of medical/mental health records				
Referrals made for child (please list)				
Referrals made for parents (please list)				

COURT PROCEEDINGS

If you were appointed as GAL, did you file a GAL report? Yes No

Number: _____

If you were appointed as Child Representative, did you file pleadings? Yes No

Number: _____

Did you attend contested court dates (where all parties appeared?) Yes No

Number: _____

Did case go to trial? Yes No

Did minor(s) speak with judge? Yes No

Judge agreed with my position...

In Whole In part (explain below) Not at all

Brief summary of the outcome:

Agreed Order Court Decision (explain below)

Please attach a copy of the final order and return to CVLS via email, US mail, or fax: 33 N. Dearborn St., Ste. 400, Chicago, IL 60602; maraya@cvls.org; 312-332-1460

THANK YOU FOR YOUR HARD WORK!

For Internal Use Only

Case Opened: _____

Case Closed: _____