

**In the Matter of:**

**NJSpirit Participant #:**

**FC Docket #: FC -**

**Child,**

**Superior Court of New Jersey  
Chancery Division - Family Part  
County of \_\_\_\_\_**

**Docket Number: \_\_\_\_\_ - \_\_\_\_\_**

**NJSpirit Case #: \_\_\_\_\_**

**Civil Action - Order  
Appointment of Court  
Appointed Special Advocate  
(CASA)**

THIS MATTER having been opened by the court and it appearing that the appointment of a Court Appointed Special Advocate (CASA) is warranted in this case; and for good cause shown;

**It Is on This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, ORDERED That:**

1. Pursuant to Court Rule 5:8C<sup>1</sup>, the court hereby appoints \_\_\_\_\_ as the Court Appointed Special Advocate (CASA) for the above-named child(ren). This appointment shall remain in effect until terminated by further order of the court.
2. The CASA is a volunteer interested in all legal proceedings concerning the child(ren). His/Her primary responsibility is to advocate for the best interests of the child(ren). Accordingly, the CASA volunteer is hereby given certain authority as follows:
  - A. The appointed CASA is granted permission to interview all persons who have knowledge relevant to the child's well-being, and his/her home and/or school environment, or knowledge relevant to the child's parent(s), caretaker(s), and/or prospective caretaker(s).
  - B. Pursuant to the agreement between CASA of \_\_\_\_\_ County and the Division of Child Protection and Permanency (the Division), permission is further granted to the appointed CASA to inspect and copy relevant Division records related to the child(ren) and to the family at issue in the above-captioned matter, and the records of any and all social services providers contracted by the Division to provide services to the child(ren) and family.
  - C. Permission is further granted to the appointed CASA to review all relevant legal files, including the court files in the above-captioned matter, and may copy same or parts thereof only if permitted by the court, it being understood that bench notes and marginal notations or documents contained therein are not evidential and may be redacted upon review by the judge who presided over the matter.

<sup>1</sup> R. 5:8C - In any case in which the welfare of a child is in issue, the court may, on application of any party or on its own motion, appoint a volunteer Court Appointed Special Advocate (CASA), who shall act on the court's behalf to undertake certain activities in furtherance of the child's interests, but who shall not supplant or interfere with the role either of counsel for the child appointed pursuant to R. 5:8A or guardian ad litem appointed pursuant to R. 5:8B. Any such CASA shall be a volunteer associated with a court-authorized or court-operated CASA program. The duties and activities of a CASA program and its volunteers shall be in accordance with guidelines established by the Administrative Director of the Courts.

D. Permission is granted to the appointed CASA to inspect and copy all educational, social service, child care records, medical records, and mental health records relevant to the case, including protected health information covered by the Health Insurance Portability and Accountability Act (HIPAA). No consent from the parent or guardian is necessary for the CASA to have access to any of the records relating to the child. *See* HIPAA federal regulations at 45 C.F.R. section 164.512 (c) and (e).

3. The CASA Case Supervisor, \_\_\_\_\_, is empowered to act in all instances on behalf of the CASA and is vested with full authority by this appointment.
4. **Information gathered by CASA must be safeguarded from disclosure to unauthorized persons;** however, privilege of confidentiality does not apply to the Court or any party authorized by the Court. Case information must be shared in accordance with the guidelines established by the Administrative Director of the Courts and the Rules of Court on sharing discoverable information, simultaneously and sufficiently in advance of court proceedings and/or Child Placement Review Board meetings.

**It Is Further Ordered That:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_, J.S.C.

Any questions regarding the CASA in this case should be referred to the CASA program office at [program phone number]\_\_\_\_\_.

**These proceedings are confidential. The disclosure of any records, reports or information is strictly prohibited and subject to the penalties of N.J.S.A. 9:6-8.10b.**

**All prior orders not inconsistent with this order shall remain in full force and effect.**

**Attorneys must review the form of order prior to exiting the courtroom. Failure to do so waives any objections.**

Copies Distributed to:

- ☐ CASA;      ☐ Division of Child Protection and Permanency;      ☐ Child Placement Review Board;  
☐ Law Guardian;      ☐ Deputy Attorney General;  
☐ Other: \_\_\_\_\_