NOTICE: This is not a public document. The information entered on this form will be kept confidential. You therefore must enter all requested information, including any requested personal identifiers, which are your Social Security number, driver’s license number, vehicle plate number, insurance policy number, active financial account number, active credit card number, or military status.

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| **In the Matter of:** | | | Superior Court of New Jersey | | | | |
|  | | | Chancery Division - Family Part | | | | |
|  | | | County of | - Select County - | | |  |
| Child, | | | Docket Number: | |  | | |
| NJSpirit Participant Number: | | | NJSpirit Case Number: | | |  | |
| FC Docket: | | | **Civil Action - Order**  **Appointment of Court Appointed Special Advocate**  **(CASA)** | | | | |
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**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[[1]](#footnote-1), 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). Their primary responsibility is to advocate for the best interests of the child(ren). Accordingly, the CASA volunteer is hereby given certain authority as follows:

1. The appointed CASA is granted permission to interview all persons who have knowledge relevant to the child’s well-being, and their home and/or school environment, or knowledge relevant to the child’s parent(s), caretaker(s), and/or prospective caretaker(s).
2. Pursuant to the agreement between CASA of - Select County - 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.
3. 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.
4. 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:**

     
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|  | s/ |
|  | , J.S.C. |

Any questions regarding the CASA in this case should be referred to the CASA program office at   
(program phone number) .

**The Judiciary will provide reasonable accommodations to enable individuals with disabilities to access and participate in court events. For more information or to request an ADA accommodation, contact your** [**local Title II ADA coordinator**](https://www.njcourts.gov/public/directories/court-services/ada-II)**.**

**This case, the proceedings, records, reports, and the information contained in them are confidential. The disclosure or sharing of any records, reports, or any confidential information regarding this case is prohibited. This prohibition includes the posting, uploading, or sharing of audio, images, videos, or any other format through electronic communications or posting on any social media platform. Violations of these provisions are subject to the penalties of N.J.S.A. 9:6-8.10b, and further court action including contempt proceedings and sanctions.**

**All prior orders not vacated or changed by this order shall remain in full force and effect.**

**Attorneys must review the form of order prior to conclusion of the proceeding. Any changes to this order shall be made pursuant to R. 1:13-1.**

Copies Distributed to:

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

1. 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. [↑](#footnote-ref-1)