

## PCRP ATTORNEY-CASE MANAGER PRACTICE ROUTINES

### PRACTICE ROUTINES FOR ATTORNEYS TO ENHANCE INTERDISCIPLINARY LEGAL REPRESENTATION<sup>i</sup>

- Bring the case manager on board as soon as possible. Ideally the case manager should begin work with the client at the shelter hearing date or soon after.
- Meet with the client and case manager as soon as possible to establish a solid legal team and a clear understanding of roles.
- Make sure your staff is aware that the case manager is part of the legal team and should be included in case correspondence.
- Establish regular communication and share case information electronically and routinely.
- Invite the case manager to DHS meetings, staffings, court, CRB, etc. so they stay up to date on case circumstances and can advocate accordingly.
- Loop case manager in all communication with DHS and other legal parties and providers.
- Invite case manager to meetings when difficult topics will be discussed for additional client support.
- Share the legal strategy with the case manager.
- Listen to one another's case perspective.
- Be flexible, communicate often, and help each other to identify ways to help the client reach his or her goals.
- Commit to the team model. Be appreciative of one another's work, vent when things are frustrating and ask for help when needed.

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<sup>i</sup> This list was created by current OPDS Parent Child Representation Program Case Managers.