

JUVENILE DEPENDENCY CASES:

To be divided into CONTESTED JURISDICTION/FACT-FINDING (Trial) and ADMISSION/DISMISSAL PRIOR TO CONTESTED JURISDICTION]

- Dependency
- Termination of Parental Rights

CASE TASKS:

[HEADER: CASE TASKS THROUGH INITIAL DISPOSITION ON JURISDICTION]

1. Client Communication – All client communication through initial disposition on jurisdiction (mail, email, phone, in-person, home visit etc.) (does not include Post-Jurisdiction communication, which falls under Post-Jurisdiction)
2. Client Advocacy and Support – Working with child welfare, treatment providers or outside agencies on behalf of clients; handling medical/mental health/family/educational/other issues affecting client; attending meetings or proceedings related to or potentially impacting the case (excluding Post-Jurisdiction Client Advocacy and Support, which falls under Post-Jurisdiction Client Advocacy and Support).
3. Discovery/Case Analysis –All discovery and case analysis conducted through initial disposition, except for court prep, including, but not limited to:
 - a. Ordering and obtaining discovery materials and other case-related documents, such as medical records, mental health records, criminal records, educational records, treatment records, etc.;
 - b. Talking to service providers, including foster parents;
 - c. Reviewing, analyzing or organizing case-related materials/evidence including DHS materials;
 - d. Working with investigators and social workers;
 - e. Writing/editing case related-memos;
 - f. Negotiations to resolve the petition;
 - g. Attorney conducted investigation, including reviewing photos, videos, physical evidence, and social media;
 - h. Attorney conducted interviews of witnesses; and
 - i. Documenting case file.
4. Experts – Locating, obtaining funding approval for, corresponding, consulting with and reviewing reports of experts for the defense, and preparing experts for hearings (except Experts exclusively related to Post-Jurisdiction which fall under Post-Jurisdiction).

5. Legal Research, Motions Practice, Other Writing – Research; Drafting and filing of motions, pleadings, briefs, and pre-jurisdiction report (except research and writing exclusively related to Post-Jurisdiction which fall under Post-Jurisdiction).
6. Court Preparation – Preparing for all hearings through initial disposition on jurisdiction including preparation for court, time spent prepping for direct exams, cross-exams, arguments etc., subpoenaing witnesses, preparing materials for courts including exhibits and presentations, moot arguments, and other elements of court preparation (excluding preparation for Post-Disposition Hearing, which falls under Post-Disposition)
7. Court Time– In court time all hearings through initial disposition on jurisdiction, including shelter hearings, pretrial conferences, status conferences, motions hearings, settlement conferences, jurisdictional hearings and/or disposition
8. Appeal Preparation – Filing notice of appeal and appellate referral, filing appropriate motions, preparing the case file for appeal; meeting with appellate attorney; drafting transition memo

NOTE: TPR cases should not include the below Post-Jurisdiction Case Tasks

(9) for TPR: Post-Judgment Work – All work performed post-judgment including client communication, assistance with and consulting about mediation, and troubleshooting lingering case-related matters (except Appeal Preparation, which falls under Appeal Preparation).

[HEADER: CASE TASKS FOLLOWING INITIAL DISPOSITION ON JURISDICTION]

9. Post-Jurisdiction Client Communication - All client communication after initial disposition on jurisdiction (mail, email, phone, in-person, home visits etc.)
10. Post-Jurisdiction Client Advocacy and Support – After initial disposition on jurisdiction: Working with child welfare, treatment providers or outside agencies on behalf of clients; handling medical/mental health/family/educational/other issues affecting client; attending meetings or proceedings related to or potentially impacting the case
11. Post-Jurisdiction Hearing Preparation – After initial disposition on jurisdiction: Obtaining and reviewing provider reports; conducting post-jurisdiction discovery; legal research and writing for post-jurisdiction hearings; preparation of post-jurisdiction motions; hiring and consulting with post-jurisdiction experts; preparing for post-jurisdiction hearings;

12. Post-Jurisdiction Court Time – Attending hearings after initial disposition on jurisdiction, including Citizen Review Board hearings (CRBs)