

(Place your program logo, address, phone and fax, website information here)

NOTICE OF ASSIGNMENT

This notice is to inform you that the Court Appointed Special Advocates (CASA) program has been assigned by the *(Insert county name)* Family Court to the family listed below. The assigned CASA volunteer, _____, will be contacting your office shortly in regards to:

Family File Number: _____

(Name) *(Date of Birth)*

(Name) *(Date of Birth)*

(Name) *(Date of Birth)*

The purpose of obtaining this information is to assist the court in determining the best decision for the safety and well-being of the child(ren) involved in this court action. The CASA Volunteer will present a copy of the Court Order and any signed releases for your files.

Please notify the *(Insert name of program)* office of any relevant meetings. We appreciate your cooperation and support as the CASA Volunteer works to gather appropriate and necessary information.

Thank you for your assistance in serving the children of *(Inser county name)*. If you have any further questions, please contact *(Insert the program director's contact information)*.

Sincerely, *(This can be signed by however many program staff you would like to include.)*

(Name and title)

(Name and title)

(Date)