

## When to Notify a Child's Attorney

When possible, the child's attorney must be notified prior to the event in question. He/she must be notified no later than the time frame below, which excludes non-judicial days. A child's attorney is usually notified via fax by the Children's Attorney Notification Specialist (CANS) after receiving applicable information from the CSW. In emergency and/or necessary situations, immediate notification by telephone is preferred.

<b>Case Event</b>	<b>Time Frame</b>
Ex-parte "walk-on" request	Forty-eight (48) hours before the hearing
Any change in placement, upon CSW learning there will be one	Prior to the event
As soon as the CSW makes a decision with respect to a placement or a change in placement of a dependent child, the CSW notifies the child's attorney and provides him/her with the child's address, telephone number, and identity of the caregiver(s).	Prior to the event and no later than the close of the following business day
Absent specific circumstances, the CSW notifies the child's attorney and the child's sibling(s)' attorneys, if needing to change a dependent child's placement will result in the separation of the child from siblings with whom he/she is currently placed.	As soon as possible and no later than ten (10) calendar days before the planned change of placement
Upon receiving written notification of both of the following from a foster family agency, group home, or other foster care provider: <ul style="list-style-type: none"> <li>▪ That needing to change a dependent child's placement will result in the separation of the child from siblings with whom he/she is currently placed; and</li> <li>▪ When the child must be removed within seven (7) days</li> </ul>	By the end of the next business day after the receipt of notice from the provider
When the placement is the result of an emergency, the CSW must notify the child's attorney and the child's sibling(s)' attorney of this separation.	As soon as possible, but no later than the close of the first (1 <sup>st</sup> ) business day following the change of placement
Conservatorship hearing	Prior to the event
Medical hospitalization and invasive medical procedures	Prior to the event
Psychiatric hospitalization, staffing, or discharge	Prior to the event
Child is subpoenaed, a witness, or is being interviewed in non-dependency court matters	Prior to the event
School expulsion or suspension hearing	Prior to the event
DCFS decides to seek a program of supervision	Prior to the event

<b>Case Event</b>	<b>Time Frame</b>
(e.g. Voluntary Family Maintenance/Family Reunification) with a parent who is a dependent of the juvenile court and who has court appointed counsel	
Removal of the child from his/her school of origin (i.e. the school that the child attended when permanently housed or in which the child was last enrolled)	Prior to the event and within twenty-four (24) hours of CSW's determination that the proposed change of placement would result in the child's removal from his/ school of origin
Child to participate in adoption media recruitment event	Twenty-four (24) hours prior to learning of the event
Child to appear in Delinquency Court	Twenty-four (24) hours prior to learning of the event
Child who is in protective custody is suspected victim of child abuse and neglect	Within thirty-six (36) hours
Any Child Protection Hotline referral	Within thirty-six (36) hours
Change in child's assigned CSW	Within seventy-two (72) hours
Death of or significant injury to a child, or the child is a victim of a crime	Within seventy-two (72) hours
Arrest, WIC 602 filing, or WIC 241.1 assessment ordered	Within seventy-two (72) hours
Child is absent without leave for more than forty-eight (48) hours	Within seventy-two (72) hours
Child returns from an absence without leave	Within seventy-two (72) hours
Child placed on an involuntary psychiatric hold (WIC 5150 or 5250)	Within seventy-two (72) hours
Use of psychotropic medication without court approval	Within seventy-two (72) hours
Termination of psychotropic medication	Within seventy-two (72) hours
First Family Group Decision Making (FGDM) Conference	Within seventy-two (72) hours
Status of a child's placement is switched to "Do Not Use" or "Do Not Refer"	Within seventy-two (72) hours
Child to participate in therapy or the child's therapist changes	Within seventy-two (72) hours
Child to participate in an adoption fair	Ten (10) days prior to the fair
Missed child visit or there is an approved visitation exception	Before the fifteenth (15 <sup>th</sup> ) day of the following month