

**PARTIAL/ INCOMPLETE/
ACTIVITIES/TASKS DRAFT**

Detention Hearing

BEFORE HEARING

1. Interview Client
 - a. File intake
 - b. File review
 - c. Petition review
 - d. Research (conflicts, substantive and or procedural legal issues)
 - e. Client orientation regarding attorney/client relationship, dependency system and processes
 - f. In-person client/caretaker(?) interview

2. Investigation
 - a. Identify alternative placement options/prepare relative list
 - b. Identify sibling placement
 - c. Investigate entitlement options
 - d. Witness and family member interviews
 - e. Communication with social worker
 - f. Identifying special needs - school and medical issues, investigating whether or not appropriate services are being provided
 - h. Investigate reasonable efforts
 - i. Status of concurrent non-dependency cases

3. Settlement Attempts
 1. Identification of settlement options
 2. Communication with other counsel and/or social worker
 - a. Family group conferencing
 - b. Mediation with client
 - c. Chambers' conferences
 - d. Multi-disciplinary conferences

AT DETENTION HEARING

- a. Conduct hearing
 1. Evidentiary hearing
 2. Oral Argument
- b. draft settlement language
- c. wait time - reason for leave blank

POST HEARING ACTIVITIES - W/IN 24 HOURS OF DETENTION HEARING

1. Counsel and Advise Client
 - a. Explain what happened at hearing, discuss options with client/caretaker
 - b. Interview client/caretaker regarding Jurisdictional issues
 - c. Referral for services - Advocate for immediate needs of child
 - d. Review visitation and placement, may include home visit
 - e. Monitor in-custody visit (LA minors' counsel)
 - f. CASA appointed and introduced

2. Motions and Other Hearings
 - a. Client Interview
 - b. Investigation

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- c. Preparation and filing of original or responsive pleadings, including appropriate evidence and points and authorities
- d. Settlement attempts (meet and confer with counsel and/or social worker; participate in settlement conferences if available)
- e. Argue motion at hearing

ONGOING CASE MANAGEMENT ACTIVITIES

- 1. Monitoring Delivery of and Compliance with Court Orders and Services
 - a. Client communication
 - b. Collaborative contact communication
 - c. Investigate other legal needs of child client
 - d. Counsel and advise client
 - e. Attendance at case related meetings
 - f. Attendance at non-dependency case hearings
 - g. Seek and advocate for appropriate services

Pre-Jurisdiction Hearing Activities

- 1. Case Preparation and Analysis (Italicized items carried over from detention - still applicable?)
 - a. *File intake*
 - b. File review
 - c. *Petition review*
 - d. Research (conflicts, substantive and/or procedural legal issues)
 - e. *Client Orientation regarding attorney/client relationship, dependency system and processes*
 - f. Client interview
 - g. Review social study with client
 - i. Discovery
 - j. Consult experts
- 2. Settlement Attempts
 - 1. Identification of settlement options
 - 2. Communication with other counsel and/or social worker
 - a. Family group conferencing
 - b. Mediation with client
 - c. Chambers' conferences
 - d. Multi-disciplinary conferences
 - e. Mandatory settlement conference with judge
 - f. Chambers' conference
 - g. Multi-disciplinary conference
- 3. Trial Preparation
 - a. Preparing child/parent witness for trial
 - b. Preparing other witnesses and experts for trial
 - c. Investigation
 - d. Legal research
 - e. Motions
 - 1. Reason for: provide check box for re-hearing and provide blank
 - 2. Client Interview
 - 3. Investigation

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4. Preparation and filing of original or responsive pleadings, including appropriate evidence and points and authorities
5. Settlement attempts (meet and confer with counsel and/or social worker; participate in settlement conferences if available)
6. Argue motion at hearing
- f. Arranging for Independent Parent Evaluations
- g. Preparing Cross-Examination/Argument
- h. Preparing Trial Brief/Offer of Proof
- I. Points and Authorities Preparation
- j. Finalize Discovery
- k. Exchange Witness Lists

Jurisdiction Hearing

BEFORE HEARING

1. Case Preparation and Analysis
 - a. *File Intake*
 - b. File Review
 - c. *Petition Review*
 - d. Research (conflicts, substantive and or procedural legal issues)
 - e. *Client Orientation regarding attorney/client relationship, dependency system and processes*
 - f. Client Interview
 - g. Review Social Study with Client
 - i. Discovery
 - j. Consult Experts
2. Settlement Attempts
 - a. Family Group Conferencing
 - b. Mediation with Client
 - c. Communication with other Counsel and/or Social Worker
 - d. Identification of Settlement Options
 - e. Chambers' Conferences
 - f. Multi-Disciplinary Conferences
 - g. Mandatory Settlement Conference with Judge
 - g. Mandatory Settlement Conference with Judge
3. Trial Preparation
 - a. Preparing Child/Parent Witness for Trial
 - b. Preparing Other Witnesses and Experts for Trial
 - c. Investigation
 - d. Legal Research
 - e. Motions
 1. Reason for: provide check box for re-hearing and provide blank
 2. Client Interview
 3. Investigation
 4. Preparation and filing of original or responsive pleadings, including appropriate evidence and points and authorities
 5. Settlement attempts (meet and confer with counsel and/or social worker; participate in settlement conferences if available)

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6. Argue motion at hearing
- f. Arranging for Independent Parent Evaluations
- g. Preparing Cross-Examination/Argument
- h. Preparing Trial Brief/Offer of Proof
- I. Points and Authorities Preparation
- j. Finalize Discovery
- k. Exchange Witness Lists

AT JURISDICTION HEARING

- a. conduct hearing
1. Evidentiary Hearing
2. Oral Argument
- b. draft settlement language
- c. wait time - reason for leave blank

POST HEARING ACTIVITIES - W/IN 24 HOURS OF JURISDICTION HEARING

1. Counsel and Advise Client
 - a. explain what happened at hearing, discuss options
 - b. Interview client regarding Dispositional issues
 - c. Referral for Services - Advocate for Immediate Needs of Child
 - d. Review Visitation and Placement, may include home visit
 - e. Monitor in-custody visit (LA minors' counsel)
 - f. CASA appointed and introduced
 - g. Interview current care provider
2. Motions and Other Hearings
 - a. Reason for: provide check box for re-hearing and provide blank
 - b. Client Interview
 - c. Investigation
 - d. Preparation and filing of original or responsive pleadings, including appropriate evidence and points and authorities
 - e. Settlement attempts (meet and confer with counsel and/or social worker; participate in settlement conferences if available)
 - f. Argue motion at hearing

ON-GOING CASE MANAGEMENT ACTIVITIES

1. Monitoring Delivery of and Compliance with Court Orders and Services
 - a. Client Communication
 - b. Collaborative Contact Communication
 - c. Investigate Other Legal Needs of Child Client
 - d. Counsel and Advise Client
 - e. Seek and Advocate For Appropriate Services

Disposition Hearing

1. Case Preparation and Analysis
 - a. *File Intake*
 - b. File Review
 - c. *Petition Review*
 - d. Research (conflicts, substantive and or procedural legal issues)
 - e. *Client Orientation regarding attorney/client relationship, dependency system and processes*

**PARTIAL/ INCOMPLETE/
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- f. Client, Caretaker, CASA Interview
- g. *Review Social Study with Client*
- i. Discovery
- j. Consult Experts
- k. Exploring Alternative Service Options

2. Settlement Attempts

- a. Family Group Conferencing
- b. Mediation with Client
- c. Communication with other Counsel and/or Social Worker
- d. Identification of Settlement Options
- e. Chambers' Conferences
- f. Multi-Disciplinary Conferences
- g. Mandatory Settlement Conference with Judge

3. Trial Preparation

- a. Preparing Child/Parent Witness for Trial
- b. Preparing Other Witnesses and Experts for Trial
- c. Investigation
- d. Legal Research
- e. Motions
- f. Arranging for Independent Parent Evaluations
- g. Preparing Cross-Examination/Argument
- h. Preparing Trial Brief/Offer of Proof
- I. Points and Authorities Preparation
- j. Finalize Discovery
- k. Exchange Witness Lists

AT DISPOSITION HEARING

- a. conduct hearing
 - 1. Evidentiary Hearing
 - 2. Oral Argument
- b. draft settlement language
- c. wait time - reason for leave blank

POST HEARING ACTIVITIES - W/IN 24 HOURS OF DISPOSITION HEARING

1. Counsel and Advise Client

- a. explain what happened at hearing, discuss options
- b. Interview client regarding ? issues
- c. Referral for Services - Advocate for Immediate Needs of Child
- d. Review Visitation and Placement, may include home visit
- e. Monitor in-custody visit (LA minors' counsel)
- f. CASA appointed and introduced
- g. Interview current care provider

2. Motions and Other Hearings

- a. Reason for: provide check box for re-hearing and provide blank
- b. Client Interview
- c. Investigation
- d. Preparation and filing of original or responsive pleadings, including appropriate evidence and points and authorities

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- e. Settlement attempts (meet and confer with counsel and/or social worker; participate in settlement conferences if available)
- f. Argue motion at hearing

ON-GOING CASE MANAGEMENT ACTIVITIES

- 1. Monitoring Delivery of and Compliance with Court Orders and Services
 - a. Client Communication
 - b. Collaborative Contact Communication
 - c. Investigate Other Legal Needs of Child Client
 - d. Counsel and Advise Client
 - e. Seek and Advocate For Appropriate Services