

**THE CASA KANE COUNTY  
CASA/GAL TRAINING PROGRAM**



**WHERE TO FIND  
INFORMATION  
ABOUT YOUR CASE**



## Where to Find Information About Your Case

Type of Information	Where to Find the Information	Additional Comments
Court orders Letter of appointment	From Optima - Your Advocate Supervisor will upload these documents to Optima.	Make multiple copies of these two documents so you have them ready whenever you need them.  Keep them with your CASA/GAL identification badge as you will likely need all three when meeting new people in the case and/or trying to obtain records.
Court records  Including records from Juvenile Delinquency Court	Kane County Circuit Court Office 540 South Randall Road St. Charles 60174 (630) 232-3413  Some or all records may have been uploaded to your Optima file.	With the court order, your letter of appointment, and your CASA/GAL identification badge, they will copy documents for you. (Kane County CASA will be charged for the copying.)
Integrated Assessment (IA) Report Client Service Plan (CSP) Medical Examinations Visitation Plan	From your client's caseworker	To get on the notification list for the Administrative Case Review (ACR), contact the caseworker.
Report to the Court from the Caseworker (before each court hearing)	From your client's caseworker or your Advocate Supervisor	
School Records <ul style="list-style-type: none"> <li>• Report Cards</li> <li>• Individualized Education Plan (IEP)</li> <li>• Incidence Reports</li> </ul>	At your client's school	Check in with the principal. He or she will direct you to the correct person from whom to obtain the records. Be sure to have the court order, your letter of appointment, and your CASA/GAL identification badge with you.