FOR YOUR INFORMATION

CHANGES TO THE DCFS 5402,
NOTICE TO CHILD's/NMD's ATTORNEY RE: CASE STATUS

Pursuant to Policy Guide 0300-506.05 - Communication with Attorneys, County Counsel, and Non-DCFS Staff, Children's Social Workers (CSWs) are to use the DCFS 5402, Notice to Child's/NMD's Attorney Re: Case Status, to notify children's/NMDs' attorneys about specific events related to children/NMDs they represent.

- CSWs must notify assigned children's/NMD's attorneys of events or activities specified in the DCFS 5402 within the identified time frames to be in accordance with legal, Juvenile Depedency Court, and Department mandates.

The policy has a linked attachment titled, "When to Notify a Child's Attorney", with a detailed listing of case events and mandated notification time frames.

The DCFS 5402 has been revised and now sorts reporting events into five (5) category groupings so those events requiring attorney notification are easier to locate:
- Safety
- Placement
- Health/Mental Health
- Legal
- Case Activities

The revised DCFS 5402 also includes a section titled, "Other Important or Sensitive Information to Share with an Attorney," which should be used to report sensitive information that may not be appropriate for inclusion in a court report, or might otherwise be important for attorneys to be briefed about prior to a scheduled hearing.

To further assist users, the new DCFS 5402, INFO – Time Frames for Notice to Child's/NMD's attorney re: Case Status, outlines the required notification time frames for each case event.

The DCFS 5402 and DCFS 5402-INFO are located in the "Create New Document – Case" section in CWS/CMS, and in the Forms section of LA Kids. Completed forms are to be submitted to the child's/NMD's attorney either by email or fax.