

Appendix "C" – CFSA Checklist

FILE:	NAME:	
STARTED:	ADDRESS:	
LAWYER:	PHONE NO.:	
AGE OF CHILDREN AT COMMENCEMENT:	VIDEO:	
DATE	ACTION TAKEN	NEXT STEP:
<i>Initial Appt:</i>	<i>Does client have booklet? Has client watched video? Consent to Finding? Y or N Sections:</i>	<i>Retainer letter sent? Y or N</i>
<i>5 Day:</i>	<i>Did client review doc's? Y or N Client present: Y or N Is client able to instruct? Y or N Consent to Finding? Y or N Section: Other comments:</i>	<i>Next Appt Date: Next Court Date: To do?</i>
<i>Appt:</i>	<i>Do you have material from Agency? Instructions?</i>	<i>Letter sent?</i>
<i>30 Day:</i>	<i>Client present? Y or N Consent to Finding? Y or N Other comments:</i>	<i>Next Appt Date: Next Court Date: To do? <i>Letter sent?</i></i>
<i>Appt:</i>	<i>Do you have material from Agency? Instructions?</i>	<i>Letter sent?</i>
<i>90 Day/Protection Finding</i>	<i>Client present? Y or N Consent to Finding? Y or N Other comments:</i>	<i>Next Appt Date: Next Court Date: To do? <i>Letter sent?</i></i>
<i>Appt:</i>	<i>Do you have material from Agency? Instructions?</i>	<i>Letter sent?</i>
<i>1st Disposition</i>	<i>Client present? Y or N Consent to Finding? Y or N Other comments:</i>	<i>Next Appt Date: Next Court Date: To do? <i>Letter sent?</i></i>
<i>Appt:</i>	<i>Do you have material from Agency? Instructions?</i>	<i>Letter sent?</i>
<i>Court:</i>	<i>Client present? Y or N Consent to Finding? Y or N Other comments?</i>	<i>Next Appt Date: Next Court Date: To do? <i>Letter sent?</i></i>
<i>Appt:</i>	<i>Do you have material from Agency? Instructions?</i>	<i>Letter sent?</i>

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<i>Court:</i>	<i>Client present? Y or N Consent to Finding? Y or N Other comments?</i>	<i>Next Appt Date: Next Court Date: To do? Letter sent?</i>
<i>Appt:</i>	<i>Do you have material from Agency? Instructions?</i>	<i>Letter sent?</i>
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<i>Appt:</i>	<i>Do you have material from Agency? Instructions?</i>	<i>Letter sent?</i>
<i>Court:</i>	<i>Client present? Y or N Consent to Finding? Y or N Other comments?</i>	<i>Next Appt Date: Next Court Date: To do? Letter sent?</i>
<i>Appt:</i>	<i>Do you have material from Agency? Instructions?</i>	<i>Letter sent?</i>