

Court-Appointed Counsel Data Collection Instructions

Monthly Case Information: New Appointments Form 3

- Col. A** Using one line per client, enter the case numbers for each new case that you were appointed to for the given month.
* If your client is a parent with multiple children and related multiple case numbers, list all case numbers on one line.
**If your client is a sibling group with different case numbers, list each case number on a separate line, otherwise, use one case number and indicate the number of children in the sibling group that you represent in the appropriate box.
- Col. B** Enter the initial appointment date.
- Col. C** Indicate the party represented
- Col. D** Indicate the number of children in the the sibling group that you represent if multiple children are associated with the case number in Column A.

Monthly Closed Case Information Form 4

- Col. A** Using one line per client, enter the case numbers for any cases that were closed or for which your/ your office's representation was terminated for the given month.
* If your client is a parent with multiple children and related multiple case numbers, list all case numbers on one line.
**If your client is a sibling group with different case numbers, list each case number on a separate line, otherwise, use one case number and indicate the number of children in the sibling group that your represent in the appropriate box.
- Col. B** Indicate the party represented