

Sample Email to GAL

From: Falkowski Jennifer L. (Courts)
Sent: Thursday, July 06, 2006 11:32 AM
To: 'attorney@lawfirm.com'
Cc: DFS WORKER (DSCYF)
Subject: Court order

RE: CHILD (dob: 00/00/00)
Dear ATTORNEY (555-5555):

Thank you for agreeing to serve as attorney guardian ad litem for the above-referenced child.

The DFS worker is/was _____ and he/she can be reached at _____, Ext. _____. The DFS worker will be able to provide the current placement and school information necessary to begin the case. This DFS worker is copied on this email. **If the case has been transferred, I am asking that the DFS worker forward this email to the new worker, and advise the attorney GAL of same.**

I expect to have the DFS record in the next week or so. In the interim, please make initial contact with the DFS worker (and the DAG), as well as your child client. If you have not already received it, MC Landis, Esquire, will send you a printout of criminal information regarding the parties in the next week or so. Please be mindful of the strict requirements outlined in the letter accompanying the criminal history.

An additional reminder:

Please advise OCA immediately when any of your child clients exit DFS custody, or your case is otherwise resolved. Please keep track of the hours donated throughout the duration of the case and report them to OCA when your case ends.

Please feel free to contact us with any questions or concerns you may have. Thank you for making a difference in the life of a child!

Jennifer Falkowski
Family Crisis Therapist
Office of the Child Advocate
900 King Street - Suite 210
Wilmington, DE 19801
255-1736 / 577-6831 fax