## Court Report procedure

### When to use this procedure

Use this procedure when writing a:

- Background Report
- Update Report
- Specific Purpose Report
- Nil Report

#### Before using this procedure

Is this your first time using this procedure? See and understand:

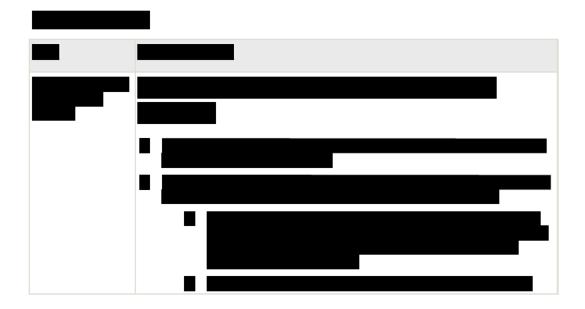
- Duty of care
- Court Communication Policy
- Court Report Writing Manual

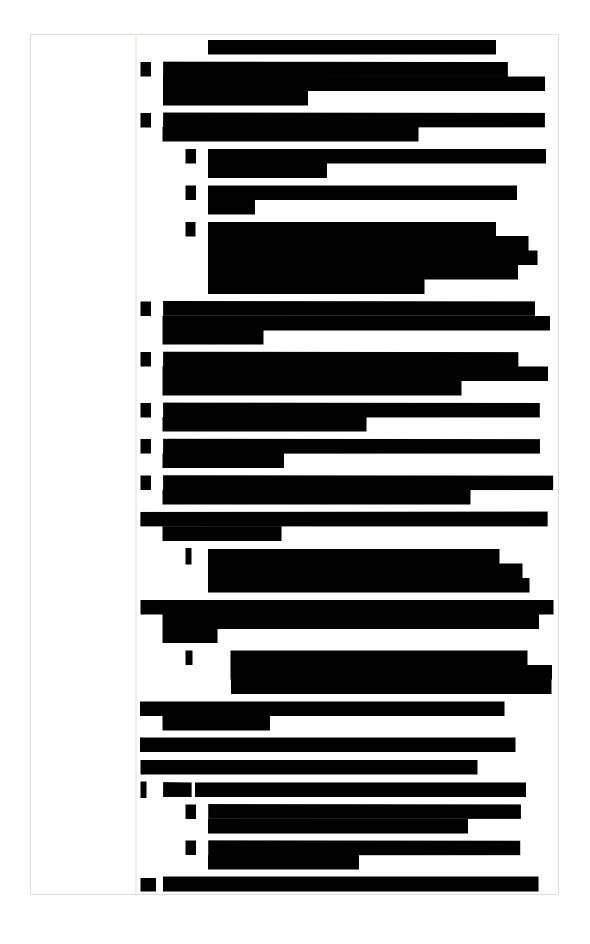
## Start using this procedure

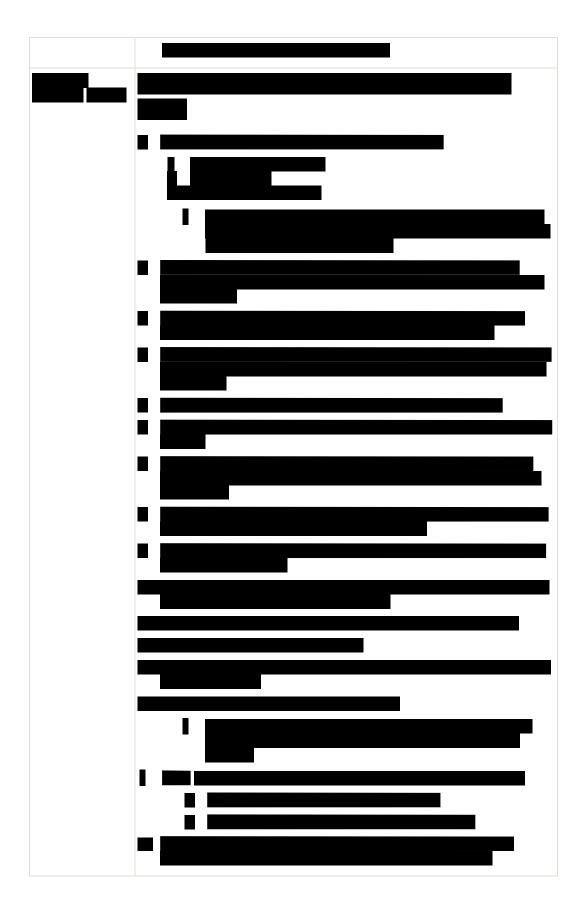
#### Your responsibilities

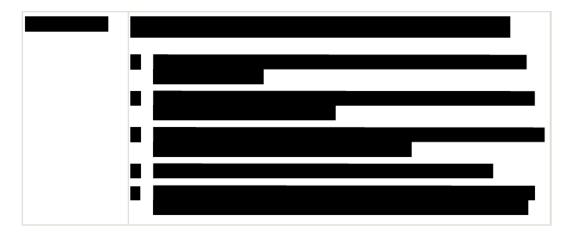
Find your role. Find what you need to do.

Role	When required	Responsibilities
Juvenile Justice Caseworker (JJCW)	Always	JJCW <u>steps</u>
Assistant Manager (JJCS)	Always	Assistant Manager <u>steps</u>
Area Manager	Always	Area Manager <u>steps</u>









## References

## Legislation

• Children (Criminal Proceedings) Act 1987

# Change log

Date	Reason for change	Details of change
September 2016	Publication of the Case Management procedure and removal of the Client Assessment procedure.  Change from JJO/JJC to Caseworkers.	Replaced reference to Client Assessment procedure with the Case Management procedure.  Replaced JJO/JJC with JJCW