

Using the Simple Notice Application Program (SNAP) to Generate Notice for CASA

Background:

Welfare and Institutions Code section 106 requires Court Appointed Special Advocates (“CASA”) to be “notified of hearings and other proceedings concerning the case to which he or she has been appointed.”

Los Angeles Superior Court Local Rule 7.18(f)(3) directs that “Pursuant to Welfare and Institutions Code section 106, the CASA volunteer must be properly and timely noticed for all proceedings in the case on which he or she is appointed. **The social worker on the case is responsible for providing notice to the CASA volunteer for regularly calendared matters.** Any party requesting that a matter be added to the court’s calendar is responsible for providing notice to the CASA volunteer.”

DCFS Policy 0300-306.05 requires DCFS to utilize SNAP for all Dependency Court notices. DCFS Policy 0300-306.05 also requires DCFS staff to provide notice to CASA volunteers.

Issue:

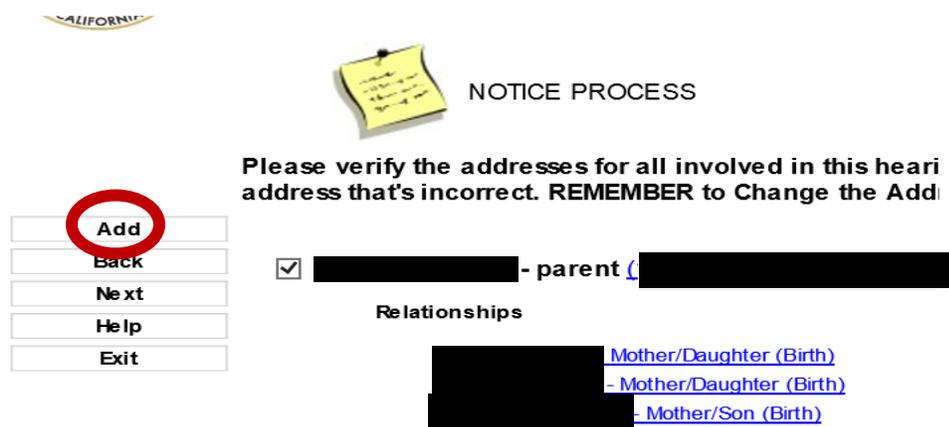
CASA and the Juvenile Court have informed DCFS Administration that CASA’s are not regularly receiving notification of hearings.

Solution:

When a CASA is assigned to a case, the next time the CSW or DI uses SNAP to provide notice on that case, they are to add the CASA to the case in SNAP. This will generate notices that can be printed and mailed to the CASA office.

Steps:

1. On the address verification screen in SNAP hit “Add.” There is an “Add button on the top and on the bottom of this page:



CALIFORNIA

 NOTICE PROCESS

Please verify the addresses for all involved in this hearing. If you find an address that's incorrect, REMEMBER to Change the Address.

[Redacted] - parent ([Redacted])

Relationships

- [Mother/Daughter \(Birth\)](#)
- [- Mother/Daughter \(Birth\)](#)
- [- Mother/Son \(Birth\)](#)

Buttons: Add, Back, Next, Help, Exit

2. A box will open - fill it out.

- The address will be: 201 Centre Plaza Drive, Room 1100, Monterey Park, CA 91754.
- Birthdate and birth city/state will be “unknown.” The explanation for unknown can also be “unknown.”
- Select the minor client from the first drop down menu.
- Select “No Relation/No Relation from the second drop down menu.
- Hit “Save.”

NAP WEB - Address Update - Internet Explorer



Update Address Info

→ First Name

→ Last Name

→ Address

→ City

→ State

→ Zip

Confidential Address: Yes No

International Address: Yes No

→ Birth City

→ Birth State

→ If Birth Place Unknown Explain

→ Birth Date

→ If Birth Date Unknown Explain

→ Please select a person to create the first relationship:

→ Select the relationship from the list:

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3. Ensure the box next to the CASA’s name is marked and proceed with notice as you would normally.

CASA CASA - relative [\(201 Centre Plaza Drive, Room 1100 Monterey Park CA 917](#)

Relationships

* If after attempting to add a CASA, you still require assistance please contact Dylan Roy at droy@counsel.lacounty.gov.

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