

CONFIDENTIALITY

CASAs are responsible for maintaining confidentiality of all information to which they are exposed while serving as a volunteer, whether this information involves a party to their case, another program case, another volunteer, or staff. Volunteers are not authorized to solicit other persons outside the CASA program to aid them with specific duties outlined in the CASA position description.

A CASA becomes an officer of the court upon assignment to a case. Any information pertaining to the individual families or children that the CASA receives in the discharge of his or her duties is confidential. It may not be discussed with anyone except the following:

- Juvenile Court
- Program Staff
- Children Services employees and agents and service providers assigned to the case
- Other parties to the case and their counsel
- Others outside the agency whose request for access to confidential information are permitted by statute or by the Court

CASAs should return the case file to the CASA office within two weeks of case closure.

_____	_____
CASA	Date
_____	_____
Witness	Date