



## Department of Children and Family Services Policy and Procedure Guide

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Division No: 3 – Child Welfare  
Chapter No: 6– Concurrent Planning  
Item No: 6 – Scanning Court Reports

Effective Date: 2/18/2005

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**POLICY:** It is the policy of the Concurrent Planning Program to scan all court reports that are sent to Juvenile Court attorneys.

**PURPOSE:** Define the process of scanning court reports that are sent to attorneys.

**REFERENCES:** N/A

**PROCEDURE:**

1. Social worker will prepare the court report and all attachments to be scanned. Attachments should be in good condition without staples, paper clips, or folded edges.
2. A coversheet will be attached to the documents to be scanned. The coversheet will list the social worker's name, phone number, and documents being scanned.
3. The documents to be scanned, with the coversheet, are taken to the assigned office assistant to be scanned.
4. The office assistant will scan the documents and save them to the G drive in the computer.
5. The scanned documents are attached to an e-mail and sent to the assigned social workers.

6. The social worker “saves as” the scanned document to their G drive.
7. The scanned attachments and the court report are attached to an e-mail by the social worker. There will be two icons on the e-mail indicating there are two attachments. The e-mail notes what is attached is confidential. The case name and type of report are written on the e-mail.
8. A copy of the e-mail is printed out and the e-mail is sent to all parents’ attorneys, County Counsel, and the District Attorney.
9. A copy of the e-mail sent is attached to the case’s 6141. In addition, copy of the Jurisdiction and Disposition reports for the parents are stapled to the e-mail and 6141. These documents are delivered to the court officer via the basket on the 4<sup>th</sup> floor of Center Mall Court (CMC).
10. The court officer provides the parents with a copy of the court report.

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