

OCN Legal Consultation Procedure and Criteria

Legal Consultation procedure:

1. Fill out the Legal Consultation Request Form below.
2. Once the consultation is approved, please fill out the Intake Form.
3. The contract attorney will then arrange a zoom meeting with the OCN director, the executive director of the local program (or their delegee) and the case supervisor to discuss the best strategy for support.
4. The contract attorney will research the case and prepare a written plan for representation which will include the scope of representation and the program's expectations for the consultation.
5. There may or may not be a follow up zoom meeting before the contract attorney begins working on the case. This will be decided based on the needs of the case and the program.
6. The contract attorney will provide whatever support has been agreed upon.
7. At the conclusion of the consult, the contract attorney will provide a written summary of the representation that can be included in the case record.

Below are some likely scenarios that could trigger a case consultation, but this is not an exhaustive list:

- Discreet legal questions
- Hearings/trials where a CASA is not aligned with another party
- Contested permanency hearings
- Contested motions to dismiss
- Motions to intervene
- Filing of motions
- When a CASA is subpoenaed to testify
- When there is a need to consult with another party's attorney on legal issues
- When there is a complicated legal issue
- Non-hearing assistance (e.g., access to children and/or records)

Lead times for attorney assistance will vary based on case specifics; however, discreet legal questions can often be answered quickly and perhaps within a day. Motion drafting will vary—standard motions such as requesting an expedited hearing would take a few days, while more complicated motions could take a week or more. Helping prepare CASAs for hearings/trials will take at least 2 weeks to study the case, prepare the materials and meet with the CASA. These estimates depend upon the availability of the contract attorney, but every effort will be made to accommodate the needs of the program.

OCN Legal Consultation Request form

Name of Program/Executive Director:

Best contact phone number:

Please detail the specific legal issue for which you are requesting a consultation:

Describe any efforts already taken to resolve/address the issue(s) described above:

Is there an upcoming deadline? If so, when:

Date(s) of any hearing(s), if applicable:

Please detail your goals and expectations for representation: