

PREPARED BY: San Francisco Court Appointed Special Advocate Program 2535 Mission Street San Francisco, CA 94110 (415) 398-8001 (415) 398-8068 (fax)	FOR COURT USE ONLY
Superior Court of California, County of San Francisco Juvenile Justice Center 375 Woodside Avenue, Room 101, San Francisco, CA 94127 Civic Center Courthouse 400 McAllister Street, Room 402, San Francisco, CA 94102	
CASE NAME: PIN (if applicable):	
ORDER TO REMOVE COURT APPOINTED SPECIAL ADVOCATE (CASA)	PETITION NUMBER:

Name of Youth: _____ Date of Birth: _____

Name of CASA Volunteer: _____

IT IS HEREBY ORDERED that _____ is hereby relieved as
Name of CASA Volunteer (printed)
 Court Appointed Special Advocate (CASA) for _____
Name of Youth (printed)
 in the above-entitled case.

This order can only be modified by further order of the Court.

Date

Judge, Unified Family Court
Superior Court of California, County of San Francisco



SFCASA PROGRAM GRIEVANCE POLICY

EVERY EFFORT SHOULD BE MADE TO SOLVE PROBLEMS COOPERATIVELY AND INFORMALLY BEFORE PRESENTING THEM AS A FORMAL GRIEVANCE. WE ENCOURAGE ANYONE TO CONTACT THE SFCASA OFFICE AND ASK TO SPEAK WITH THE PROGRAM DIRECTOR (OR MEMBER OF THE STAFF AUTHORIZED TO SPEAK ON THEIR BEHALF) TO DISCUSS ANY CONCERNS. SHOULD INFORMAL EFFORTS FAIL, THE FOLLOWING POLICY IS SET FORTH IN ORDER TO PROVIDE AN OUTLET FOR COMPLAINTS AND SYSTEMATIC MEANS TO RESOLVE GRIEVANCES.

IF THE GRIEVANCE CONCERNS A CASA VOLUNTEER OR STAFF MEMBER, PLEASE SEND A LETTER, ALONG WITH SUPPORTING DOCUMENTS TO:

SFCASA EXECUTIVE DIRECTOR
2535 MISSION STREET
SAN FRANCISCO, CA 94110

- ONCE RECEIVED THE MATTER SHALL BE ASSIGNED TO A STAFF MEMBER AS APPROPRIATE. THE EXECUTIVE DIRECTOR WILL HAVE FINAL SAY IN THE MATTER.
- DOCUMENTATION OF ANY GRIEVANCE FILED AGAINST A VOLUNTEER SHALL BE RETAINED IN THE VOLUNTEER'S FILE.

IF THE GRIEVANCE PERTAINS TO THE EXECUTIVE DIRECTOR, PLEASE SEND A LETTER, ALONG WITH SUPPORTING DOCUMENTS TO:

SFCASA BOARD PRESIDENT
2535 MISSION STREET
SAN FRANCISCO, CA 94110

- ONCE RECEIVED THE MATTER SHALL BE REVIEWED BY THE BOARD PRESIDENT. THE BOARD PRESIDENT SHALL HAVE FINAL SAY IN THE MATTER.