

**Committee for Public Counsel Services
Children and Family Law Division**

75 Federal Street, 6th Floor, Boston, MA 02110
(617) 482-6212

REQUEST TO RE-OPEN NAC

To: CAFLAttorney@publiccounsel.net

From: _____

Email: _____

In order for CPCS to process your request to re-open the above Children & Family Law NAC, please provide the following information to the CAFL Attorney Email address at CAFLAttorney@publiccounsel.net:

1. NAC Number: _____
2. Client(s) Name(s): _____ Parent or Child Client: _____
3. Reason for NAC Closure (*i.e.* "I pushed the wrong button on E-Bill," or "I closed the case after a C&P Trial when permanent custody was granted to a third party"):

4. Reason CPCS should Re-Open the NAC (*i.e.* "I mistakenly closed the case" or "After a guardianship petition was previously granted and now there's been a request for review and redetermination):

5. The current status of the case and the date, if set, of the next court hearing (*i.e.* "The case is post-trial and is scheduled for permanency hearing on 10/10/13," or "The child has been freed for adoption, adoption is scheduled for 10/10/13, and the child is seeking sibling visits"):

Unfortunately, we cannot process your request absent the above information. Thank you for your cooperation in this matter. If you have any questions, please email CAFLAttorney@publiccounsel.net.