

Committee for Public Counsel Services
Children and Family Law Division
(617) 482-6212

APPELLATE ASSIGNMENT INTAKE FORM (2 PAGES)

Case (Child) Name: _____

Trial Court & Judge: _____ Docket: _____

Disposition (circle): Permanent Custody/ Termination/ Guardianship/ Private Adoption/29B
Other

Client's Name & Contact Information: _____

Names and dates of birth of <i>all</i> parties	Relationship (Mother/Father/ Children/Other)	Trial Attorney (Name/Address/Phone Number/Email address)
Department of Children & Families	Same	

Note: Please specify if children are represented by separate counsel, or if there is more than one mother or father involved or represented in the case.

Please indicate which party(ies) filed a notice of appeal:

☐ Mother ☐ Father
☐ Child(ren) ☐ Guardian
☐ Other: _____

Date notice of appeal filed: _____

Date on which motion for appointment of appellate counsel was allowed: _____

Are there any outstanding issues regarding a parent-client's indigence/right to counsel?

Please identify issue(s) on appeal (to the extent possible):

☐ Sufficiency of the evidence

☐ Reasonable efforts

☐ Due process violation (describe):

☐ Post-adoption/post-termination visitation

☐ Adoption plan/permanency plan

☐ Sibling visitation

☐ Other (describe):

Is client currently incarcerated and/or out-of-state?

☐ No

☐ Yes. Location: _____

Where are child(ren) located? Check all that apply:

☐ Kinship placement

☐ Pre-adoptive home

☐ Non-adoptive foster care

☐ Guardianship

☐ With parent

☐ Other. Describe: _____

If you represent a child or children, how did you arrive at the client's position?

Child 1: age _____

Child 2: age _____

Child 3: age _____

☐ Express preferences

☐ Express preferences

☐ Express preferences

☐ Substituted judgment

☐ Substituted judgment

☐ Substituted judgment

☐ GAL/next friend

☐ GAL/next friend

☐ GAL/next friend

Please submit this form and all notices of appeal and motions for appointment of appellate counsel (even if filed by other parties) to Abigail Salois, staff counsel with the CAFL Appellate Panel Support Unit:

Email: Asalois@publiccounsel.net