

[date]

[DFCS caseworker]

[address]

Dear [case worker]

In accordance with Georgia Department of Human Resources Social Services Policy Manual, Section 1013.2, Child Protective Services Manual Section 2109 and J.J. v. Ledbetter CV#180-084 (S.D. Georgia 1985), I am requesting the following information from my client's DFACS file and from any open CPS file on his/her child(ren).

1. Contact sheets summarizing information observed or given orally by parents and others to the Case Manager. (aka Form 452, aka Structured Narratives)
2. Family Assessment, 30-Day Case Plan (Form 389), Case Review (Form 390), Written Transitional Living Plan (Form 391) if applicable, Social Services - Case Plan (Form 387), Case Plan: Goals and Steps (Form 388), Case Review Summary.
3. Other summary reports prepared by county department staff, including the CCFA.
4. Service plans, goals and objectives, and service agreements other than those in request 2 above.

Please mail the requested information to me at my business address within ten (10) days of the date of this letter.

If you have any questions or would like to discuss the contents of the letter please have your attorney contact me immediately with your concerns.

Sincerely,

[your name], Attorney for [your client]

Cc: [opposing counsel]