## GUIDANCE FLOWCHART FOR THE PROCESS OF PREPARING AND CHECKING \$7/\$37 REPORTS IN PRIVATE LAW PROCEEDINGS

## REFERRAL

Legal Team will receive the Order from Court and make referral to MAST



MAST will check report requested and purpose of Report, Court Case Number Children's DOB



Locality Social Worker Identified



Social Worker to make contact with CMO within 5 working days to arrange to plan Report by meeting in person or by telephone



Practice Manager to Quality Assure the s7/s37 report and ensure any improvements are made before sending to Legal Team



PM to send the Report to Legal Team (or in their name by someone else) **2 clear days** before Court Deadline.

Legal team will identify any issues and liaise with SW



Legal team will file the Report at Court and serve on Represented parties.

SW will serve the Report on any party who is not represented by a lawyer (LIP)