

JAIL CLINIC CHECKLIST

BEFORE YOU GO

- 🍏 Print out NOTES:
 - Sheriff inmate locator page with client's ID number and division.
 - Legal Server case notes (***these should not be shown to any employees at the jail or to the client***).
 - Any PDFs attached to case notes (at a minimum open and look at them)

- 🍏 Research (if applicable to the particular case; otherwise do AFTER the client visit):
 - Check Cook County docket for domestic relations or probate cases—print out if you find a case <http://www.cookcountyclerkofcourt.org>
 - Call the DCFS case tracking phone number (773-371-6161) to obtain case status if there is an open case, and a caseworker phone number.

- 🍏 Read through notes and materials before client visit.

- 🍏 Prepare Jail Folder. Print out the necessary FORMS for intakes (bring multiple copies of each).
 - CLAIM/PBN Intake Packet [**Required**]
 - Acceptance of Brief Services [**Required**]
 - Authorization to Release Information [Might be necessary]
 - Appointment of Short Term Guardian [Might be Necessary]

- 🍏 Pack materials to give to your clients:
 - Correspondence Log.
 - Envelope with metered stamp.
 - Coloring sheets or activities.
 - CGLA Phone Sheet

- 🍏 Pack Optional Extras:
 - Tissues
 - Writing utensils
 - Blank paper

WHEN YOU GO

- 🍏 Make sure that you complete the following for each client:
 - CLAIM/PBN Intake Packet
 - Brief Services Agreement
 - Authorization to Release Information [if needed]

AFTER YOU GO

- 🍏 Working the case:
 - On Legal Server, click Add Case Note and copy/paste OR upload your written case notes.

- 🍏 Scan and Upload all paperwork and notes from the meeting to Legal Server, including the Brief Services Agreement, Authorization to Release Information, and any other documents.

- 🍏 If you marked the case closed in the Brief Services Agreement, then indicate that in the body of the Case Note.

- 🍏 Draft a closing letter.
 - If a sample letter is needed, check the PBN bank or ask for a redacted letter.
 - Always send draft for approval, prior to sending to client.