



## Memorandum of Understanding

### Between the Quechan Tribal Court and Court Appointed Special Advocates of Imperial County regarding Appointment of Tribal Court Appointed Special Advocates in cases involving children from the Quechan Tribe.

#### **PURPOSE OF THE AGREEMENT**

This agreement is entered into between the Quechan Tribal Court and Court Appointed Special Advocates of Imperial County. The purpose of this agreement is to ensure that all Court Appointed Special Advocates appointed for Quechan Native children have appropriate training and supervision to enable them to advocate for the best interest of Quechan Native children in tribal court.

#### **DEFINITIONS**

"CASA program or program" means Court Appointed Special Advocates of Imperial County that is party to this agreement.

"Court" means any of the courts served by the CASA programs that are parties to this agreement.

"Originating program" means the CASA program serving the court that first appointed a CASA volunteer.

#### **TRANSFER OF CASES BETWEEN COURTS**

In an effort to ensure consistency for all children served by CASA programs, if a juvenile case transfers from one court to another court, whenever possible the child/children will retain the same volunteer advocate. The details of the process for transferring cases between programs is set out in the Transfer Checklist attached as "A". Once the checklist requirements have been met, the originating program closes their case. This is recorded in internal program files and CASA tracker. Then the receiving program opens a case. This includes creating an internal case file, creating, when applicable, a volunteer file, opening a case in CASA tracker, and taking on responsibility for reporting on the case.

## **QUECHAN TRIBAL CASES IN COUNTY COURTS**

### ***Notice & Collaboration***

In order to facilitate collaboration between the CASA program serving the County Court and the Quechan Tribal Court when a CASA program receives a referral for a Quechan Native Child, as soon as is practical the program will notify the Quechan Tribal Court once authorized by the County Court. The notification will include the full name of the child and the name of the volunteer appointed. From this point forward the programs can determine on a case by case basis how to partner on the case to best serve the needs of the Quechan Native child. Examples of partnering may include: specific volunteer training offered by the CASA program, assistance arranging meetings with tribal departments and assistance identifying tribally offered/Quechan Tribal specific services.

### ***Training***

The CASA program and Quechan Tribal Community when appropriate will coordinate their training and recruitment efforts to maximize their return on all program efforts. The CASA program will strive to ensure advocates appointed for Quechan Native Children have specialized training relating to advocating for Native American children. CASA will be responsible for providing all program advocacy training.

A Tribal CASA Volunteers is a person who has been recruited, screened, selected, and trained, who is being supervised and supported by CASA of Imperial County and who has been appointed by the Quechan Tribal Court as a sworn officer of the court to help define the best interest of a child or children in court dependency, ward-ship and/or any other family proceedings as the tribal court deems as appropriate such as guardianship, problematic custody matters, etc.

### ***Duties and Responsibilities***

Tribal CASA Volunteers serve at the discretion of the court having jurisdiction over the proceeding in which the volunteer has been appointed. A Tribal CASA Volunteer is an officer of the court and is bound by all tribal court rules under its jurisdiction.

The Quechan Tribal Court shall not be burdened with the program costs, if any, associated with the appointment or recognition of Tribal CASA Volunteers.

## **CONFIDENTIALITY**

All information and or data shared with the CASA program about volunteers, children served or any other sensitive information shall be kept completely confidential by the CASA program. Volunteers shall be trained on this confidentiality policy prior to any appointment on a case involving a Quechan Native child. Any breach of this policy by staff or volunteers from either CASA program shall be immediately addressed by the supervising program's director. If necessary the program directors will meet to discuss appropriate action which may involve consultation with one or both program's board of directors/advisory board in some cases.

**The Parties' representatives shall be:**

Quechan Tribal Court/Fort Yuma Indian Reservation:

Claudette C. White, Judge Tribal Court

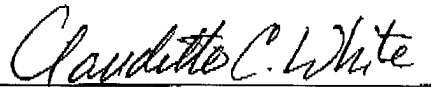
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Address:



Claudette White  
Judge Tribal Court

1-4-13

Date

Court Appointed Special Advocates of Imperial County

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Email: [alex@casaimperialcounty.org](mailto:alex@casaimperialcounty.org)



Alex Cardenas, Imperial County Director  
Court Appointed Special Advocates

1-4-2013

Date

## ATTACHMENT A

Case Transfer Checklist

1. The volunteer signs a release to have their training records and file copied and sent to the receiving program.
2. Original signed release is placed in originating program's file with a copy sent to the receiving program.
3. The volunteer training record is sent to the receiving program.
4. Copy of the volunteers file is sent to receiving program including:
  - a. Application
  - b. References
  - c. Interview records
  - d. Copy of volunteer's signed release
5. The originating program prepares and sends a transfer memo providing a brief summary of the case.
6. New background checks are obtained by the receiving program (fingerprint records).
7. New DMV records are obtained by the receiving program (DMV Pull).
8. Any additional requirements (ex: training, background, references) are identified by the receiving program and met.
9. The volunteer is sworn in.