ATTACHMENT

Sample Case Notes for Case File

Editor's note: Case notes are intended to help practitioners keep track of actions that have taken place in a case and to keep track of important dates, such as interviews or hearings, etc. The case notes should be fastened to the inside left cover of the case file folder; preferably by two-hole ACCO fasteners. Do not staple the case notes into the file folder because staples make it more difficult for the reader to maneuver through the case notes. As you finish each page of case notes, you add a new page on top of the old page. When someone reads the case notes, they will appear in reverse chronological order so that you read back in time as to what has gone on before in the case.

CASE NOTES

Please print clearly so that others who must read this file can understand your notes. If you use abbreviations, then please provide a key so that people can understand your abbreviations.

Client name (first, middle, last): _____
A-number (if any): _____
Agency file number: _____
Street address: _____
City, state, zip: _____
Cell telephone: _____ Home phone: _____
E-mail: _____
Name of emergency contact: _____
Telephone number of emergency contact: _____
E-mail address of Emergency contact: _____

DATE	INITIALS	ACTIVITY