

Roles and Responsibilities  
Who Does What?  
(attorney, paralegal, social worker, supervisor, etc.)

1. Investigates the report: \_\_\_\_\_
2. Discusses facts with police, medical professionals, teachers, etc.: \_\_\_\_\_
3. Decides when to petition: \_\_\_\_\_
4. Prepares petition: \_\_\_\_\_
5. Notifies parties of the hearing: \_\_\_\_\_
6. Prepares witnesses for hearing: \_\_\_\_\_
7. Prepares child witnesses for hearing: \_\_\_\_\_
8. Prepare exhibits for hearing: \_\_\_\_\_
9. Other court preparation: \_\_\_\_\_
10. Present case in court: \_\_\_\_\_
11. Ongoing documentation: \_\_\_\_\_
12. Attend meetings with family: \_\_\_\_\_
13. Ongoing casework: \_\_\_\_\_
14. Decides when to terminate rights: \_\_\_\_\_
15. Counsels about how statutes and case law apply to case: \_\_\_\_\_

Adapted from Foundations for Success: Strengthening your Agency Attorney Office, by Mimi Laver,  
American Bar Association, 1999.