**Insert parent’s name Insert Date**

Insert Inmate number   
Insert Facility Name

Insert Address

**Dear Insert parent’s name,**

CASA of Franklin County was recently appointed as the Guardian ad Litem (“GAL”) for your child/children, **[insert child/children’s names],** in case number \_\_ JU \_\_\_ in the Franklin County Court of Common Pleas Division of Domestic Relations and Juvenile Branch. The GAL completes an independent investigation into the child’s circumstances, provides a report to the Court, and makes a recommendation about what is in the child’s best interest.

Enclosed please find a brief information sheet. If you would like to provide the GAL information to include in the investigation, please complete the enclosed form and return it to CASA of Franklin County in the envelope provided.

**Sincerely,**

**[Insert Volunteer’s name]**

**CASA/GAL**