

**10-529. Acceptance of court-appointed special advocate in child welfare proceedings.**

STATE OF NEW MEXICO  
COUNTY OF \_\_\_\_\_  
\_\_\_\_\_ JUDICIAL DISTRICT  
IN THE CHILDREN'S COURT

STATE OF NEW MEXICO ex rel.  
CHILDREN, YOUTH AND FAMILIES DEPARTMENT

No. \_\_\_\_\_

In the Matter of

\_\_\_\_\_, a Child,<sup>1</sup> and Concerning  
\_\_\_\_\_, Respondent.<sup>2</sup>

**ACCEPTANCE OF  
COURT-APPOINTED SPECIAL ADVOCATE (CASA)**

COMES NOW \_\_\_\_\_ and accepts the appointment as the court-appointed special advocate (CASA) for this case. My signature below certifies that I assert and agree as follows:

1. I meet the qualifications to serve as a CASA because
  - a. I am at least twenty-one (21) years of age;
  - b. I have successfully passed screening requirements, including a written application, personal interview, reference checks, and criminal records checks;
  - c. I have successfully completed initial and regular in-service training; and
  - d. I remain under the supervision of the local CASA director;
2. I have read and I understand the confidentiality requirements of Rule 10-166 NMRA and NMSA 1978, Sections 32A-4-33 and 32A-3B-22, and I agree to abide by these provisions. I will maintain and destroy notes, reports, and documents in a manner that maintains privacy and confidentiality, and I will not keep any information or documents when I am relieved of my appointment;
3. I have read the *Order Appointing Court-Appointed Special Advocate (CASA)* and understand my specific duties and the court's expectations;
4. I understand the court expects forthright and honest assessments from me as the court is relying on my observations to make important decisions about this family. At

regular intervals, I will discuss the case and its progress with the following individuals and entities, as applicable to the case: the Children, Youth and Families Department's Permanency Planning Worker, the Children's Court Attorney, the respondent, the attorney for the respondent, the child's guardian *ad litem* or attorney, the foster parent(s), [the tribal Indian Child Welfare Act (ICWA)/Indian Family Protection Act (IFPA) worker,]<sup>3</sup> the child's teachers, the child's medical providers, the child's therapists, the child's counselors, and any other community or service providers for the family;

5. I understand that, prior to adjudication in this case, I shall not interview any respondent to this case unless that respondent's attorney has consented to the interview;

6. I understand that I must prepare and submit reports to the court at least five (5) days before any hearing in this case at which the report will be considered. I will abide by the requirements for pre- and post-adjudication reports as described in Rule 10-164, and provide a copy of my report to all parties to the case[, including the tribal ICWA/IFPA worker];<sup>3</sup>

7. I understand that I may attend any hearing set for this case;

8. I understand that I may supplement or correct my written report during a court hearing; and

9. I will promptly request to be relieved of my appointment if I fall out of compliance with Rule 10-164 or if I am no longer a CASA volunteer.

WHEREFORE, I respectfully request that this Court accept my appointment as the CASA for this case.

Respectfully Submitted,

\_\_\_\_\_

Name of CASA: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Office Phone Number: \_\_\_\_\_  
Office Email: \_\_\_\_\_

**Certificate of Service**

I certify that a copy of this *Acceptance of Court-Appointed Special Advocate* has been provided to all attorneys for this case [and the tribal ICWA/IFPA representative]<sup>3</sup> on the date of filing.

\_\_\_\_\_  
CASA

**Parties Entitled to Copies**

Children’s Court Attorney: \_\_\_\_\_

Child’s Guardian *ad litem* or Attorney: \_\_\_\_\_

Respondent Attorney: \_\_\_\_\_

[Tribal ICWA/IFPA representative: \_\_\_\_\_

*(the Department shall file a certificate of service demonstrating that the Indian Tribe(s) and/or Bureau of Indian Affairs Regional Office was/were served a copy of this order within five (5) business days of the order’s issuance.)* <sup>3</sup>

**USE NOTES**

1. As appropriate, modify to use the plural “children” throughout this form. Modify the caption and the form as appropriate for use in a fostering connections case.
2. As appropriate, modify to use the plural “respondents” throughout this form. Modify the caption and the form as appropriate for use in a fostering connections case.
3. Insert if the case is subject to the Indian Child Welfare Act, 25 U.S.C. §§ 1901-1963, or Indian Family Protection Act, NMSA 1978, §§ 32A-28-1 to -42.

[Adopted by Supreme Court Order No. S-1-RCR-2025-00170, effective for all cases filed on or after December 31, 2025.]