



## **Five Basics of Good Court Report Writing**

1. Begin work on your report well in advance of the court date to allow time to clarify information, submit to your supervisor and send to the court by the deadline.
2. Make the report child-centered.
3. Be accurate and report objectively and factually – present exact information free from errors, misstatements and personal judgments.
4. Be concise. Avoid unnecessary words, information or technical jargon.
5. Make sure the document supports your recommendations.