

INSTRUCTIONS

CFS-233 (Child Maltreatment Expedited Hearing Notice to Alleged Offender)

Purpose:

This notice to Alleged Offender of an Expedited Hearing is used to provide notification to the alleged offender (a juvenile ten years of age or older or adult eighteen years of age or older) who has requested an administrative hearing of the Division's request for an expedited hearing.

Completion:

To: Type or write the name of the alleged offender.

Address: Enter the full address of alleged offender.

From: Enter the name, job title, full address, and county of the DCFS staff sending the notice.

Date: Enter the date the notice is sent.

CHRIS Referral #: Insert the CHRIS referral number.

Name of Alleged Offender: Enter the name of the alleged offender.

Name of Child(ren): Enter the name of alleged victim(s) involved in the allegation of maltreatment.

Certified Mail #: If sending notice via certified mail, insert the certified mail number.

Date of Allegation: Enter the date the allegation was originally made.

Allegation: Insert a brief description of the suspected child maltreatment.

Signature: Print and sign the name of the staff member who is sending or presenting the form.

Routing:

1. Send a copy within **three business days of the request for an expedited hearing** via U.S. Certified Mail, Restricted Delivery.
2. Retain a file copy of form.