

# INSTRUCTIONS

## CFS-288-N

### (Notice of Name Placement on Central Registry to Attorney Ad Litem and CASA of Offender)

**Purpose:**

This notice is used to inform the attorney ad litem and CASA of the offender that the offender's name has been placed in the Central Registry because the investigative determination of true was upheld during the Administrative Hearing or the offender did not request a hearing within the thirty day period after receiving notice, or the investigative determination of true was upheld on a provisional basis during the preliminary hearing.

This notice should be sent within ten working days after Central Registry receives the order of Upheld or the investigative determination of true was upheld on a provisional basis during the preliminary hearing or after thirty-five business days have passed and the offender did not request a hearing,

**Completion:**

**To:** Enter the name of the attorney ad litem or CASA of the offender.

**Address:** Enter the full address of the attorney ad litem or CASA of the offender.

**From:** Enter the name, full address, phone number, 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 Victim:** Enter the name of the victim(s) involved in the maltreatment.

**Name of Offender:** Enter the name of the offender involved in the maltreatment.

**Date of Allegation:** Enter the date and time the allegation was originally made.

**Type of Maltreatment:** Enter the type of maltreatment.

**Check Boxes:** Indicate whether the true determination was upheld or no appeal was requested or in a preliminary hearing the true determination was provisionally upheld. And indicate whether the offender's name appears outright in the Central Registry or appears on a provisional basis.

**Signature:** The staff member who is sending the form will print and sign his/her name.

**Routing:**

1. Send a copy to the attorney ad litem or CASA of the offender within ten working days after Central Registry receives the order of Upheld or the investigative determination of true was upheld on a provisional basis during the preliminary hearing or after thirty-five business days have passed and the offender did not request a hearing.
2. Retain a file copy.