

Court file number

(Name of Court)

CFSA s. 54 Endorsement Sheet

at Court office address

Applicant(s)

Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Respondent(s)

Full legal name & address for service — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Lawyer's name & address — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any).

Children's Lawyer (if applicable)

Name & address of Children's Lawyer's agent — street & number, municipality, postal code, telephone & fax numbers and e-mail address (if any) and name of person represented

Child and Family Services Act Section 54 Endorsement Sheet

Order to go as follows:

- 1. (Name of assessor) shall conduct an assessment in this case pursuant to s. 54 of the Child and Family Services Act.
2. (Name of assessor) shall complete and file the assessment report by (date), unless, on motion, this court extends the time for completion.
3. The following person(s) will be assessed: (name(s) of person/people, including children, if any, to be assessed)
4. The assessment is necessary for the following specific reasons:
5. The court requests that the assessor address the following question(s): (Check applicable boxes)
[] The parenting capabilities of the following person(s): (insert name(s) of proposed caregivers and participants in the child's plan of care)
including those attributes, skills and abilities most relevant to the following child protection concerns:

Court file number

Whether the following person(s) (insert name(s) of proposed caregivers and participants in the child's plan of care)

has/have any psychiatric, psychological or other disorder or condition that may impact upon his or her ability to care for the child.

The nature of the child/children's (name(s) of child(ren)) _____
attachment to the following person(s) _____
and the possible effects on the child of continuing or severing that relationship.

The psychological functioning and developmental needs of the following child(ren), including any vulnerabilities and special needs:

The current and potential abilities of the following person(s) (insert name(s)) _____

to meet the needs of the child(ren), including an evaluation of the relationship between the above named persons and the child(ren): (insert name(s) of child(ren)) _____

The need for and likelihood of success of clinical interventions for observed problems.

Other: (specify) _____

6. The following questions specifically require recommendations:

7. (Name of assessor) _____ shall otherwise make recommendations as he/she feels appropriate, except as follows: (specify if there are any issues or topics about which the assessor should not make recommendations)

8. The assessment report shall include the following:

- a) A resume of the assessor outlining
 - i) the assessor's academic and professional qualifications and credentials, including any publications relevant to the questions being addressed;
 - ii) information regarding the type and number of assessments previously conducted by the assessor.
- b) A schedule setting out
 - i) a summary of the instructions received, whether written or oral;
 - ii) a list of the questions upon which an opinion is sought; and
 - iii) a list of the materials provided and considered.

Court file number

- c) A schedule setting out the methodology used in carrying out the assessment, including the interviews, observations, measurements, examinations and tests, and whether or not they were conducted or carried out under the assessor’s supervision.
 - d) The reasons and factual basis for any conclusions drawn by the assessor.
 - e) A direct response to the questions presented to the assessor in the assessment order, or an explanation of why these questions could not be addressed.
 - f) Recommendations where these were required, or an explanation of why recommendations could not be made.
9. The parties shall agree on the initial documentation to be sent to the assessor and shall send it to the assessor no later than ten days from the date of this order. These documents shall include, but are not limited to:
- a) Contact information (address, telephone number(s) and email address, if any) for all parties and counsel; and
 - b) A summary of past and present clinical interventions for the child(ren) and any persons to be assessed, including the names of any clinicians or centres with whom the parties and child(ren) have had involvement.
10. The parties and counsel are responsible for ensuring that the assessor is advised of any change in information that might affect the ability of the assessor to contact the parties.
11. Within 7 days of the making of this order, *(name of party or parties)* _____ shall sign the necessary consents to permit *(name of assessor)* _____ to obtain the following records: *(specify as applicable: criminal record checks, police records, records of a specific medical treatment centre, psychological records, psychiatric records, medical records etc.)*
- _____
- _____
12. *(Name of party)* _____ shall be responsible for ensuring that the above named records are provided to the assessor in a timely fashion.
13. Each party, through counsel where applicable, shall be entitled to provide such further documentary information to *(name of assessor)* _____ as deemed relevant, provided that all other parties shall be provided with copies of the same documents.
14. If the assessor requires clarification or further direction during the course of assessment process, he/she shall send a letter to all parties and counsel explaining the issues and seeking clarification. If the parties are not able to resolve any issues, they may bring a motion seeking further direction of the court.
15. *(Name of assessor)* _____ shall not communicate directly with any counsel other than for scheduling matters, except with the express consent of all counsel, or the parties if they are not represented.
16. The parties shall provide such further consents for the exchange of information as may be requested by the assessor.
17. The parties shall be responsible for payment of the assessment as follows: *(indicate which party or parties will be paying for the assessment, in what proportion or in what amount, including any amount in excess of an estimated amount, if appropriate)*
- _____
- _____
- _____

This payment does not include payment for attendance by the assessor at any future court appearance. If the parties are unable to determine which party will pay for the assessor to attend court as necessary, the parties may seek further direction from the court.

Court file number

18. If, during the course of the assessment, *(name of assessor)* _____ wishes to have the opportunity to observe any of the parties interacting with the child(ren) and such contact would violate the existing access order, the parties shall bring a motion before the court requesting that the access order be modified to accommodate the assessment.

19. *(Name of party)* _____ shall provide
(name of assessor) _____ with a copy of this order, section 54 of the *Child and Family Services Act* and the regulation (O. Reg. 25/07).

20. The additional terms attached as Schedule A. *(complete only if applicable)*

Date

Judge