



Memo: To Iowa CASA Advocates and Coaches

RE: Volunteer Subpoenas to Provide Testimony or Documentation in a Non-Juvenile Court Proceeding

Effective Date: 10-11-2019

- A. In recent months, CASA Volunteers (Coaches and Advocates) have been asked more frequently to provide testimony or documentation in a criminal or civil court matter.
- B. The CASA Program, along with legal counsel for the Department of Inspections and Appeals has received guidance from the Iowa Attorney General's office to develop a policy and related procedures regarding the subpoena of CASA Advocates or Coaches (herein referred as Volunteer), to provide testimony or produce documentation for a legal matter that is not based in the juvenile court.
- C. Policy, instructions, guidelines and procedures involved with this issue will be included in the next CASA Policy and Procedure Manual to be released July 1, 2020, but the effective date of the policy and procedure is October 11, 2019.

PROCEDURE: Volunteer subpoena to testify or produce documentation for non-juvenile court legal matter.

- 1. To protect confidentiality and ensure the Iowa CASA program remains in compliance with Iowa Code, this procedure must be followed when a Volunteer learns they may be subpoenaed in a non-juvenile matter.
 - a. If a Volunteer is approached in-person or via telephone/email about potentially testifying or providing documentation in a non-juvenile court matter, advise the attorney or other party that CASA Volunteers are only authorized to testify in juvenile court proceedings.
 - b. The Volunteer shall direct the attorney or other party to the local CASA Program Coordinator.
 - c. The Volunteer shall immediately inform the CASA Program Coordinator that they've been asked about providing testimony in a non-juvenile court matter and they've directed the attorney to the Coordinator.
 - d. If the attorney reaches out to the Coordinator, the Coordinator will speak with the attorney to gather information and tell the attorney that CASA Volunteers can only accept service on a subpoena if the service is adequate and personal.

