

CASEWORKER COMMUNICATION LOG & ACTION KIT

Maryland Family Right to Notice Advocacy Tool | Keep Near Your Front Door
Created by Lisa P. Carter

CRITICAL PARENT ADVISORY: Anything you or household members say can be documented and used in proceedings. You have the right to request written notice of allegations, consult legal counsel before questioning, and refuse entry without a warrant or court order.

1. INITIAL CONTACT & CASEWORKER IDENTIFICATION

Date & Time:		Caseworker Name:	
Badge / ID #:		Supervisor Name:	
Office / County:		Phone & Email:	
Accompanying Persons:	(Names/Titles, e.g., Police Officers, Co-workers)		

2. INTERACTION & DEMAND LOG

TOPIC / VERBAL REQUEST	CASEWORKER STATEMENT / DEMAND	PARENT RESPONSE / REQUEST	IN WRITING?
Allegations		Requested written copy of specific allegations.	☐ Yes ☐ Refused
Entry / Home Search		Requested court order/warrant or declined entry.	☐ Yes ☐ Refused
Child Interview		Requested presence of parent/ attorney.	☐ Yes ☐ Refused
Safety Plan / Agreement		Refused vague terms; demanded clear specifics & end date.	☐ Yes ☐ Refused

3. FOLLOW-UP TEMPLATES FOR VERBAL DEMANDS & VAGUE SAFETY PLANS

TEMPLATE A: Email Confirmation when Caseworker Refuses Written Notice

SUBJECT: Written Follow-Up & Confirmation of Request - [Child(ren) Name(s)] - [Date]

Dear [Caseworker Name] and [Supervisor Name],

I am writing to follow up on our conversation on [Date] at [Time]. During this contact, you verbally requested: [Insert verbal demand, e.g., entry into my home / interview with my child / signature on a document].

When I requested this notice and specific allegations in writing, you indicated you could not provide it at this time. Per my constitutional and statutory rights, I am requesting that all formal demands, allegations, and requested agreements be provided to me in writing so I may review them with legal counsel.

Please reply to confirm receipt of this email and attach any official written documentation.

Sincerely,
[Parent Signature & Printed Name] | [Phone Number] | [Email Address]

TEMPLATE B: Language to Protect Rights on "Safety Plans" / Voluntary Agreements

Rules for Safety Plans: (1) Never sign vague terms like *"maintain safe home"*—demand specific criteria. (2) Always ensure an explicit expiration date (e.g., 14 days). (3) Write this clause directly above your signature line:

"Signed under reservation of all constitutional rights, without admission of liability, and subject to formal legal review by legal counsel. This agreement expires on [Date, e.g., 14 days from today]."

Advocating for the "Know Before They Knock" Family Right to Notice Act (HB 890 / SB 650)

This document is for educational and self-advocacy tracking purposes and does not constitute formal legal advice.