

Writing court reports

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As part of my work, I am required to write a Court Report. Are there any guidelines on how to write a Court Report?

Although there is no standard Australia wide document available to provide detailed information on how to write a report for Court, there are several options to assist social workers with Court Report writing. If your place of work regularly submits Court Reports, many of your colleagues may have expertise in how to correctly approach the task. Additionally, many Government and Non-Government Agency websites have tips on how to write Court Reports. Below is a list of websites, which include resources that may be of assistance:

[Federal Magistrates Court of Australia Family Reports Fact Sheet](#)

[South Eastern Centre Against Sexual Assault \(SECASA\) Australia](#)

[Shopfront Youth Legal Centre: Preparing a Court Report](#)

For an informative article that examines the content and structuring of Court Reports by Social Workers in Australia, read Phillip Swain's article 'No Expert Should Cavil At Any Questioning: Reports and Assessment for Courts and Tribunals', in [Australian Social Work](#), Volume 58 (1), 2005, pages 44-57 (This online link to Australian Social Work is currently for members only).

Additionally, Healy and Mulholland's (2007) book *Writing Skills for Social Workers*, contains information on writing reports for the Court.

From time to time, private providers run training courses on how to write Court Reports. To learn about training opportunities in your area, please visit our [events](#) page.

The [AASW Code of Ethics \(2010\)](#) (section 5.2.5 Records) provides guidance on how to impartially and accurately record client information. This section may also be of use in assisting with writing Court Reports.

Further Information

If you have any further questions relating to mandatory reporting, contact the Ethics and Practice Standards Consultation Service on 03 9320 1044 or ethicsconsult@asw.asn.au