

Family Call Notes - One Page

Use this as a calm prompt sheet before calling a clerk, legal clinic, child-support office, advocate, or housing resource.

JT for ME - Maine children and families public-use guide

Before the call

- Who am I calling and why?
- What is the exact next thing I need to know today?
- What is the case number, order date, notice date, or deadline if I have it?

Names and roles

- Children involved.
- Parents or guardians involved.
- Court, agency, school, advocate, or lawyer names that matter to this call.

The shortest accurate timeline

- Write only the key dates and events needed to explain the question.
- Avoid trying to retell every conflict from memory while stressed.
- Keep it factual, short, and usable.

Questions to ask

- What is the next official doorway?
- What should I bring or have in front of me next time?
- What deadline matters most right now?
- Where can I verify this in writing?

After the call

- Write down the name of the person or office, the date, and the main answer.
- Write down the next date, form, or referral immediately.
- Put the note with the rest of the case folder so the same work does not need to be repeated.

This guide is for orientation and organization. It is not legal advice and should not replace urgent safety planning or case-specific legal counsel.