



FOR YOUR INFORMATION

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Issue 21-10 REV

Date: 09/28/26

CHANGES TO THE DCFS 5402, NOTICE TO CHILD'S/NMD'S ATTORNEY RE: CASE STATUS

Pursuant to Policy Guide [0300-506.05 - Communication with Attorneys, County Counsel, and Non-DCFS Staff](#), Children's Social Workers (CSWs) are to use the [DCFS 5402, Notice to Child's/NMD's Attorney Re: Case Status](#), to notify children's/NMDs' attorneys about specific events related to children/NMDs they represent.

- CSWs must notify assigned children's/NMD's attorneys of events or activities specified in the [DCFS 5402](#) within the identified time frames to be in accordance with legal, Juvenile Dependency Court, and Department mandates.

The policy has a linked attachment titled, "When to Notify a Child's Attorney", with a detailed listing of case events and mandated notification time frames.

The [DCFS 5402](#) has been revised and now sorts reporting events into five (5) category groupings so those events requiring attorney notification are easier to locate:

- Safety
- Placement
- Health/Mental Health
- Legal
- Case Activities

The revised [DCFS 5402](#) also includes a section titled, "Other Important or Sensitive Information to Share with an Attorney," which should be used to report sensitive information that may not be appropriate for inclusion in a court report, or might otherwise be important for attorneys to be briefed about prior to a scheduled hearing.

To further assist users, the new [DCFS 5402, INFO – Time Frames for Notice to Child's/NMD's attorney re: Case Status](#), outlines the required notification time frames for each case event.

Effective 09/28/2026, the DCFS 5402 will no longer be available in CWS/CMS and must instead be accessed through LA Kids until it is incorporated into CWS-CARES. Please discontinue use of any previously saved versions of the form. The official versions of the DCFS 5402 and DCFS 5402-INFO can be found exclusively in the Forms section of LA Kids. Completed forms should be submitted to the child's or NMD's attorney by email or fax.

If you have any questions regarding this release, please email your question to:

Policy@dcfs.lacounty.gov