# Sample Public Defender Social Work Referral Form

The sample referral form included here was provided by a North Carolina public defender office. It can be used as a starting point for creating a referral system for social work staff. **However, the form might not be exactly right for your jurisdiction.** Feel free to edit this sample to fit your needs!

If your office uses a social work referral form and you are willing to add it to this collection, please contact Hannah Turner, Lab Senior Project Manager, at hturner@sog.unc.edu.

Samples are de-identified to remove jurisdiction-specific information.



**Request for Social Work Services**

Please email all referrals directly to the Social Worker

*Complete the referral in its entirety and email*

*as an attachment.*

Office of the Public Defender

Social Work Team

Social Worker’s Phone Ext.

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Attorney(s): Date of Referral:

Client Name: PID: DOB:

Phone: Alt Contact:

Address:

**Upcoming Court date(s):**

**URGENT [ ]  (upcoming bond hearing, etc.):**

Charge(s):

Likely Sentence/Resolution:

Custody Status/Location:

On Sex Offender Registry (Yes/No): Assigned Investigator:

**Reason for Referral (check all that apply):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation** | **Advocacy/Mitigation** | **Services** | **Social Work Consult** |
| **[ ]** Needs Assessment[ ]  Comprehensive Client  Assessment [ ]  Competency Concerns  | **[ ]** Disposition Report[ ]  Request for Social  Worker to Appear in Court [ ]  Other Written  Advocacy | **[ ]** Mental Health[ ]  Substance Use[ ]  Employment/Training[ ]  Housing[ ]  Other | **[ ]** Services/Eligibility  Criteria [ ]  Case Consult |

**Interpreter Services Needed? [ ]**

**Does the client have… Private Insurance [ ]  Medicaid [ ]  No Insurance** [ ]

**Is the client connected with any programs/services? Yes [ ]  No** [ ]

**If yes, please share the contact information of the program/service?**

**Reasons for referral and additional comments/conditional offer (please be specific, add additional pages if necessary)**