Come with curiosity. This free template from A New Kind Of Free (ANKOF) is an open-source invitation to explore, learn, and take on this work in your own way. Stay curious as you go, and verify information for yourself so you feel good about what you define as facts. Sara Kruzan does not have a law degree and is not an attorney. This is volunteer, educational information only, not legal advice, and anything shared using this template is not protected by attorney-client privilege or any other legal protection.

Child Victim First Principle Approach Case Summary

Blank public template (short working summary)

Access and Consent

The person or organization preparing this summary must have lawful, authorized access to any information used in it. The preparer will always confirm with [Name] before sharing anything in this summary with others. [Name] gives consent on anything written about [Name] moving forward, and may change or withdraw that consent at any time.

Who this is for

For people doing direct services with incarcerated persons, or preparing materials for a hearing or counsel review. Free. Educational / informational only. Not legal advice. Not a service that requires access to Sara Kruzan or ANKOF. Adapt it and take what helps.

How to use this

1. Hold the person as a person first, not a file.

2. Fill only what you know from consent-authorized disclosures and public / record sources you can cite.

3. Do not invent facts. Mark unknowns as unknowns.

4. Share only with written consent and only with the people [Name] has approved.

5. Using this template does not create an attorney-client, therapist, or any other professional relationship with ANKOF or Sara Kruzan.

Important limitation (keep near the top of every summary)

This memorandum is informational and non-determinative. It does not provide legal advice, verify allegations, establish causation, determine eligibility for relief, or substitute for full counsel review of the record, transcripts, pleadings, discovery, sentencing materials, and any available corroborating evidence.

Summary details

Date

Prepared by [Your Name / Organization]

1. Personal Information

Name [Full Name]

Inmate / DOC ID

Age

Gender (as relevant to housing/safety only)

Facility [facility, city, state]

Contact (approved family member or attorney, if applicable)

2. Incarceration Details

Conviction(s) [brief description]

Sentence

Date of incarceration / age at offense (if known)

Eligible for parole / release (if known)

Current status [e.g., general population, pending appeal]

3. Background (person-first)

Prior history [brief; or none known]

Trauma / health context (self-reported or record-based; do not diagnose)

Education / employment

Family / support system

4. Current Situation

Behavior in facility (record-based if possible)

Needs identified

Challenges

Strengths

5. Goals and Support Requested

Individual's goals

Immediate needs

Long-term support

Recommended actions (for counsel / support persons; not directives)

6. Additional Notes

Consent date for information-sharing, if any

What must not be forwarded / copied

This document may be drafted and assisted with AI/SI tools and verification.