

# How to make a referral to the CJSN

What information is needed before contacting CJSN

- Name of the person requiring CJSN support
- Name of the opposing party (to enable conflict of interest check)
- The type matter, for example – why the person needs support at court or at a police station?
- Whether the person has an advocate or carer or any other key contacts for the person, and their name and contact details.
- Date and time and court at which the matter is listed.
- If possible a basic summary of the person's ability to communicate and understand what is being explained to them.

To get a support person for court

1. Call the number for the relevant area (see below)
2. Ideally speak to the Regional Coordinator providing the information above.
3. The Regional Co-ordinator will contact the person needing support and will arrange a support person to meet with the person and be available for the times needed.

Note: People making a referral will need to obtain permission from potential CJSN users before calling CJSN.

Contact Numbers for Regional Co-ordinators

Sydney	(02) 9318 0144
Illawarra/ Shoalhaven	(02) 4228 4040
Newcastle/Hunter	(02) 4926 5643
All other areas of NSW (CJSN Outreach)	1800 665 908

1300 665 908 -This number is available after-hours and at weekends to get a support person or legal advice for people with intellectual disability in police custody.