



GUIDE FOR PREPARING YOUR INDIVIDUAL CASE FILE

Personal History, Supporting Evidence, Annexes and Document Organization

This guide is intended to help mothers organize their documentation in a clear, structured and easily reviewable manner.

Every case is unique; however, following a common structure makes it easier to locate information and understand each case.

The aim is for all case files to be submitted in a clear, verifiable and consistently organized format, facilitating their organization and, where appropriate, their review by **Justice for Protective Mothers**.

1. Language of the Case File

You may write your personal statement in English.

Official documents should always be kept in their original language.

If you have a reliable translation of any essential court decision or official document, you may include it. However, translating the entire file before submission is not required.

2. What is Justice for Protective Mothers?

Justice for Protective Mothers is a non-profit association officially established in Switzerland and founded by protective mothers.

The association aims to support protective mothers in organizing their documentation and preparing case files intended to promote and defend human rights.

Justice for Protective Mothers does not provide legal advice and does not replace the assistance of a qualified lawyer.

Important Notice

This guide is provided for informational and organizational purposes only.

Its purpose is to assist in structuring documentation so that each case can be understood and reviewed more easily.

The use of this guide does not constitute legal advice, nor does it imply that **Justice for Protective Mothers** assumes legal representation of the applicant or guarantees any particular outcome.

Each mother remains solely responsible for the accuracy and authenticity of the information and documents submitted.

3. General Recommendations

It is not necessary to have every document before you begin.

You may start preparing your case file using the documentation currently available and complete it later as additional documents become available.

To facilitate the review of your case, we recommend following the structure of this guide, using clear file names and always keeping the original documents.

If a document is not yet available, you may indicate this in the chronology or annex index and add it once it has been obtained.

4. Part I – personal history and individual case file

4.1. Case Cover Page.

Please include the following information:

- Mother's full name and contact details.
- Child's initials or pseudonym. Avoid using the child's full name in document titles or file names.
- Nationality, current country of residence and date of arrival, where relevant to understanding the case.
- Current legal status (if applicable), such as an ongoing investigation, arrest warrant, judicial proceedings, extradition proceedings or any other relevant legal situation.
- Contact details of your lawyers in your country of origin (or where the events occurred) and in your current country of residence, if applicable.

4.2. Executive Summary

Recommended length: one to two pages.

Provide a concise summary covering:

- What happened.
- Why you are requesting assistance.
- The risks previously reported concerning your child.
- The actions taken—or not taken—by the competent authorities.

- Current judicial or administrative proceedings.
- The potential consequences of detention, separation or any measure affecting the child.
- The type of assistance or action you are requesting.

This summary should allow the reader to understand the essential aspects of your case without having to read the entire file immediately.

4.3. Identification and Family Situation

Include:

- Basic information about the mother and the child.
- Custody, living arrangements and contact arrangements.
- The child's medical, psychological, educational or protection needs.
- The child's current situation, supported whenever possible by documentary evidence.

4.4. Verifiable Chronology

Prepare a chronological table.

For each event, indicate:

- Date.
- Event.
- Authority or institution involved.
- Supporting document.
- Annex number.

It is important to distinguish between:

- Directly observed facts.
- Statements made by the child.
- Allegations.
- Professional reports.
- Judicial decisions.

Do not present as established facts matters that are still under dispute or awaiting judicial determination.

Whenever possible, each event should be supported by one or more documents included as annexes.

Example of Chronology

Date	Event	Authority	Supporting document / annex
12/03/2023	Complaint filed	Police / Court	Annex 03
05/06/2023	Psychological assessment	Mental Health professional	Annex 07
18/09/2023	Arrival in the country of residence	Competent Authority (where applicable)	Annex 12

4.5. History of Violence or Risk

Describe:

- The facts you consider relevant to understanding the origin of your case.
- When the events occurred.
- Which authority or institution they were reported to.

- The evidence you submitted.
- The protective measures you requested.
- How the different authorities or professionals responded.
- Whether any proceedings were dismissed, appealed or are still pending.

Whenever possible, use objective wording such as:

- "The mother reported..."
- "The child stated..."
- "The report concludes..."
- "The court decision establishes..."

4.6. Actions Taken by the Competent Authorities

Explain:

- What legal or administrative proceedings took place.
- Which authorities or courts were involved.
- How the evidence was assessed.
- Whether the child was heard and under what circumstances.
- What decisions were made.
- Whether any appeals or other proceedings remain pending.
- Any aspects that you believe were not properly investigated or assessed.

4.7. Relocation to the Current Country of Residence

Describe:

- The date and circumstances of your departure.
- The reasons related to the protection of the child.
- Any actions taken in your current country of residence.
- Applications for protection that have been submitted.
- Current legal or administrative proceedings.
- The child's current educational, medical, social and family situation.

Avoid general statements or personal opinions whenever possible. Focus on objective facts supported by documentary evidence.

4.8. Criminal Proceedings, Arrest or Extradition

If your case involves criminal proceedings, describe clearly and in chronological order:

- Criminal charges, if any.
- The competent judicial authority.
- The date of the relevant decision or warrant.
- The type of proceedings (investigation, national or international arrest warrant, extradition proceedings, etc.).
- The current status of the proceedings.
- Appeals that have been lodged or remain pending.
- The specific consequences that a possible arrest, extradition or separation would have for the child.

Whenever possible, support this information with the relevant documentation.

4.9. Urgency and Risk of Irreparable Harm

If your situation involves an immediate risk, explain it clearly.

You may include, for example:

- Upcoming court hearings.
- Existing arrest or extradition warrants.
- Risk of separation from the child.
- Risk of institutional placement.
- Interruption of medical or psychological treatment.
- Any other circumstance likely to cause serious and irreparable harm.

This information will help Justice for Protective Mothers better understand your case and organize the documentation received.

4.10. What Are You Requesting?

Briefly explain the type of assistance or action you are requesting.

Simply stating that you are requesting help is not sufficient. Whenever possible, explain:

- What situation you wish to prevent.
- What current risk exists.
- What type of assistance or intervention you are requesting.

This information will help **Justice for Protective Mothers** better understand your case and organize the documentation received.

4.11. Consent and Confidentiality

Together with this guide, you will receive a separate document entitled **Consent and Confidentiality**.

This document must be completed, signed and submitted together with your case file.

Its purpose is to authorize **Justice for Protective Mothers** to receive, organize and process the documentation you provide, while fully respecting your decisions regarding the confidentiality and use of your personal data.

In this document, you will be able to indicate:

- Whether you authorize the processing of your documentation.
- Whether you authorize the disclosure of your identity when necessary.
- Whether you wish your identity to remain confidential.
- Whether there are any security concerns or other relevant circumstances that should be taken into consideration.

We strongly recommend that you do not share documents containing highly sensitive personal information or complete medical or psychological records of children in public groups.

Your documentation will be processed solely for the purposes authorized by you and in accordance with the applicable data protection legislation.

5. Part II – Supporting evidence and annexes

The objective is not to submit the largest possible number of documents, but rather to select those that are genuinely relevant to understanding and supporting the facts of your case.

Whenever possible, include:

- Court decisions.
- Criminal complaints or police reports.
- Orders dismissing proceedings, appeals and subsequent judicial decisions.
- Arrest warrants, search warrants or extradition orders, where applicable.
- Documentation issued by the authorities of your current country of residence.
- Relevant medical, psychological and social services reports.
- School records or therapeutic reports.
- Relevant witness statements or official records.
- Documentation demonstrating that the competent authorities were aware of the risks that had been reported.
- Any other evidence that may help explain and support your case.

5.1. How to Identify Each Annex

Each annex should include:

- Annex number.

- Title of the document.
- Date.
- Author or issuing authority.
- A brief explanation of what the document demonstrates.
- The most relevant pages, where applicable.

Example:

Annex 12 – Court Order dated 14052024

Relevance: This document confirms the dismissal of the complaint and refers to the psychological report cited on page 8.

5.2. Psychological and Medical Reports

Attach only those reports that are relevant to your case.

Whenever possible, identify:

- The professional who issued the report.
- The date.
- The professional's specialty.
- The methodology used (where indicated).

Indicate the most important pages and clearly distinguish clinical observations from legal conclusions.

Remember to give special protection to personal data and avoid the public disclosure of children's complete medical records..

6. Part III – Organizing Folders and Files

6.1. Individual Folder

It is recommended that you organize your documentation using a structure similar to the following:

- **ABC_00_CASE_SUMMARY.pdf**
- **ABC_01_CHRONOLOGY.pdf**
- **ABC_02_CUSTODY_DECISIONS.pdf**
- **ABC_03_COMPLAINTS_AND_RISKS.pdf**
- **ABC_04_MEDICAL_AND_PSYCHOLOGICAL_REPORTS.pdf**
- **ABC_05_CRIMINAL_PROCEEDINGS.pdf**
- **ABC_06_DETENTION_OR_EXTRADITION.pdf**
- **ABC_07_DOCUMENTATION_CURRENT_COUNTRY_OF_RESIDENCE.pdf**
- **ABC_08_CHILD_CURRENT_SITUATION.pdf**
- **ABC_09_INDEX_OF_ANNEXES.pdf**

Replace "ABC" with your initials.

Avoid using the child's full name in file names.

Within each PDF, organize the documents in chronological order and include a first page containing the table of contents.

6.2. Annex Index Template

N°		Date	Document	What it demonstrates

01	12/03/2023	Complaint	Communication of the reported risk	1–4
02	05/06/2023	Psychological Report	Clinical observations	2, 6 and 8

6.3. How to Submit Your Case File

Send all documentation to:

info@justiceforprotectivemothers.org

If the size of your files exceeds the email attachment limit, you may use SwissTransfer and send only the download link by email.

Before sending your case file, make sure that the link is working properly and that all documentation is accessible.

Email subject:

INDIVIDUAL CASE FILE – [Your Initials]

7. FINAL CHECKLIST

- ☐ I have prepared an executive summary.
- ☐ I have written my personal statement.
- ☐ The chronology is complete and organized.
- ☐ Every important fact is supported by evidence or is clearly identified as an allegation.

- ☐ The documents are properly organized.
- ☐ Every annex has been identified.
- ☐ I have prepared the index of annexes.
- ☐ I have completed and signed the **Consent and Confidentiality** document (attached document: **Consent and Confidentiality**).
- ☐ I have kept a complete copy of my case file.
- ☐ If I used SwissTransfer, I have verified that the download link is working.

Final Recommendation

Always keep a complete copy of the case file you have submitted, as well as any additional documentation you may send later.

If new relevant events occur in the future, you may update your case file by adding only the new documentation.

Submission Deadline

The deadline for submitting your complete individual case file and all supporting documentation is **30 September 2026**.

To facilitate the review process, we kindly ask you to ensure that your documentation is submitted before this date whenever possible.

Any additional documents that become available after submission may be provided at a later stage if they are relevant to your case.