Referrals
Drug Court

If a *Drug Court Program Initial Eligibility* form is received from a prosecuting attorney:

- Record and assign a number to the referral
- The referral will need to be recorded on the Excel *Referrals* spreadsheet and within the Drug Court database.
- Acquire the name and phone number of the defendant's attorney.
- The attorney's name can be found on Case.net, print this page. If there is no name, print the page regardless and call the PA's office.
- Attach the Case.net printoff to the front of the eligibility form
- Record the referral number, calls, and attempted calls with the attorney and defendant on this sheet.
- Call the attorney and inform them of the defendant's eligibility.
- If interested, the defendant will need to call the ASC and schedule an appointment for an evaluation.

If the defendant does not call within 30 days:

If the defendant calls:

Schedule an assessment, preferrably on a Tuesday or Thursday morning at either 9:00 or 10:30.

Create a case file

If the DC administrator finds the defendant ineligible:

If the DC administrator finds the defendant eligible:

If the defendant is pre-plea:

Have the current judge transfer the case into Div. 9 before the defendant's first DC appearance.

If the defendant is post-plea:

The defendant will plead guilty infront of his/her current judge and will then be sentenced to DC or transferred into Div. 9 for DC.

If the defendant is probation:

The defendant will be sentenced at his/her next court appearance.

If sentenced to DC:

Inform the DC Admin.

If not sentenced to DC:

If a docket entry of an order for a Drug Court evalution is received from the criminal clerks:

- Record and assign a number to the referral
- The referral will need to be recorded on the Excel *Referrals* spreadsheet and within the Drug Court database.

It is the defendant's responsibility to contact the ASC and schedule an appointment.

If the defendant calls:

If the defendant is in jail:

Create a case File

Inform the DC administrator of the situation, s/he will call the jail and schedule an evaluation at the jail or over the phone.

If the DC administrator finds the defendant ineligible:

If the DC administrator finds the defendant eligible:

The defendant will be sentenced at his/her next court appearance.

If not sentenced to DC:

If sentenced to DC:

Inform the DC Admin.

If not sentenced to DC:

If the defendant does not call before s/he is sentenced:

Determine if the defendant has been sentenced to DC regardless.

This information can be found on Case.net or, if needed more quickly, in the criminal file.

If sentenced to DC:

If not sentenced to DC:

If sentenced to DC:

Inform the DC Admin.

Change both records of the referral from "pending" to "rejected".

File the eligibility form with the Case.net printoff or the docket printoff of the order for a DC evaluation into the *Drug Court Rejected* binder.