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| **healing to wellness court** ***Transfer/Acceptance***  12 **process/Procedure Bench Card** | | | | | | | |
| **Specific and clear legal Transfer procedures promote sound & transparent case Processing BETWEEN DOCKETS AND FROM Court to Court.** | | | | |
| Diagram (Logic Model) | | | Procedure-Protocol-Process-Path | | | | |
|  | | | Motion/Request to Transfer Filed/Entered □  Court File Prepared/Forwarded to Judge/Team for Review □  File Review □  Order Granting/Denying Motion/Request Filed/Entered □  Order Served/Delivered □    Order/File Forwarded to Coordinator/Probation □  File/Matter Scheduled for Staffing Meeting □  Order to Appear to Initial Hearing Served on Participant □ | | | | |
| partner performance/participation | | | | | | | |
| Court Coordinator  (Point Person)  (Court Clerk) | Processes/forwards Motions/Requests to Transfer to the Judge/Team  Assures file contains requisite documents/forms  Practices consistent case/record management | | | | | □ | |
| Prosecutor | Reviews Motions/Requests To Transfer  Files Response to Motion timely | | | | | □ | |
| Public Defender  Defense Counsel | Files Motion/Request to Transfer  Reviews Motions/Requests to Transfer  Files Response to Motion Timely  Assures Defendant/Candidate is informed fully of the rights & responsibilities provided in Wellness Court | | | | | □ | |
| Probation | Reviews Motion/Request to Transfer if Motion includes Supervisory Support/Services  Files Response to Motion Timely | | | | | □ | |
| Police | Provides Input/Comment at Staffing Meeting/Initial Hearing | | | | | □ | |
| Social Services | Provides Input/Comment at Staffing Meeting/Initial Hearing | | | | | □ | |
| Healing Resource/Tx | Provides Input/Comment at Staffing Meeting/Initial Hearing | | | | |  | |
| Record, Research & Rule References | | | | | | | |
| Data Points & Performance Measures  # Days - Motion Filing Date to File Review  # Days - Motion Filing Date to Decision/Court Order  # Days – Decision Date to Service/Delivery of Order  # Days - Decision Date to Initial Staffing Meeting  # Days - Decision Date to Initial Hearing  # Motions Filed Per/Time-Frame  # Motions Granted/Denied Per/Tme-Frame | | **Wellness Court Policies & Procedures** | | Code Sections/Statutes | | |  |
| Court Rules | | |
| Resources/Technology: [www.tlpi.org](http://www.tlpi.org), [www.nadcp.org](http://www.nadcp.org), [www.ndci.org](http://www.ndci.org), [www.au.edu](http://www.au.edu) | | | | | | | |
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