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North Dakota Juvenile Drug Court Program Manual

Revised March 2012

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Mission Statement

The mission of juvenile drug court is to “reduce juvenile crime and substance abuse by referring youth to a court-managed treatment program which holds them accountable and emphasizes personal responsibility.”

Definitions

APP:	Accountability Program Plan
Case Manager:	Juvenile drug court case manager
CS:	Community service
DJS:	Division of Juvenile Services
JDC:	Juvenile drug court
Program:	Juvenile drug court program
Random:	Defined as “unscheduled” and not a perceived pattern.
Team:	Juvenile drug court team which consists of: judge, state’s attorney or prosecutor, defense counsel, coordinator, school representative, treatment provider, court officer, and law enforcement.

I. PROGRAM OVERVIEW

A. ELIGIBILITY

1. Referring offense may be either drug or non-drug related. (There are no restrictions on the number of prior offenses or convictions.)
2. Juvenile must be between the ages of 13 and 17.*
3. No prior violent felony level adjudications or pending petitions alleging violent felony level delinquent acts.
4. No prior termination from juvenile drug court (“JDC”)
5. No prior adjudications or pending charges of selling and/or manufacturing controlled substances as restricted by federal funding.
6. Admission to the offense and/or a court order to the program.
7. An assessment must be completed indicating a drug and/or alcohol abuse problem.
8. The team has some flexibility as to who is accepted to enter the program, depending on the juvenile’s age, drug and/or alcohol history, and nature of their prior convictions, to enter the program.

* Participant’s status in JDC remains until graduation, termination, or age 20; whichever occurs first.

B. SUITABILITY

1. Motivated.
2. Ability to benefit from the services.
3. Appropriate services exist within the drug court treatment providers to effectively address the juvenile’s needs.
4. Parent and/or caregiver motivation and active participation.

C. JUVENILE DRUG COURT GOAL

The goal of JDC is to provide participants with the opportunity to stop using alcohol/drugs, resulting in positive life choices and reduce delinquent and unruly activity. The effectiveness of the accountability program plan for a participant depends on the authority and power of the court that orders the drug court participation and requires collaboration and cooperation among all those who work with the participants.

The continuum of services for the program includes participation in treatment, alcohol and drug testing, community service, incentives and sanctions, and additional programs as determined by the team.

D. DESCRIPTION

JDC is a post petition/post adjudication program with the option of the petition being dismissed six months after the participant successfully completes the program. The program lasts a minimum of nine months. The program is aimed at intervening in alcohol and drug-using and delinquent and unruly behavior through intense supervision and participation in recovery services. Initially, participants in JDC are required to appear before the judge every week. At each appearance, the judge reviews the progress or lack of progress of the participant. Six months after graduation from the program, the judge has the discretion to dismiss the current offense.

1. JDC Referral Process: A juvenile may be referred by different sources to be screened for JDC eligibility. Juvenile court personnel, state's attorney, defense counsel, and the treatment provider may refer a juvenile to the program.
2. JDC Screening: If the juvenile appears to be eligible for JDC, the juvenile will be referred to the team to determine if the juvenile meets the eligibility and suitability conditions. The team members will recommend that the juvenile be accepted or denied admittance to JDC and describe the reasons for its recommendations. After adjudication and court order to participate in JDC and if the team recommends admittance to the program, the juvenile will start the program. Prior to the first appearance, the juvenile will be required to sign a *Juvenile Drug Court Contract*. The juvenile's attorney will advise the juvenile of the right to confidentiality and request the juvenile sign a *Consent for Release of Confidential Information*. The juvenile may revoke, at any time during participation in JDC, the *Consent for Release of Confidential Information*. Failure of the juvenile to sign the contract or consent forms will terminate the juvenile's eligibility for participation in JDC.

E. JUVENILE DRUG COURT OPERATIONS

The participant will appear in court as required for progress review hearings before the JDC judge. Parents/guardians are expected to appear at each court hearing.

1. Tracking Participant's Progress: Before each court appearance, the coordinator will gather attendance and participation information from the participant's accountability program plan and treatment program. The information will be reported in a progress report for the team to review.
2. Progress Review: The judge will review the progress report in court with the participant. If incentives for compliance or sanctions for noncompliance are imposed, the consequence is immediate, appropriate, and levied on an individual basis. The participant will be advised of the next court appearance date and a list of tasks to be completed before that date.

3. Incentives/Sanctions: The following are examples of incentives and sanctions.

Incentives:

1. Recognition at review hearing.
2. Excused from review hearing.
3. Decreased drug testing.
4. Accelerated progress through Paths.
5. Special awards from area merchants, business people, and other donors, i.e., movie passes, tickets to athletic events, bowling passes, coupons, discounts, and tickets to school events.
6. Reduction of community service hours.
7. Job opportunities.
8. Riding along with local law enforcement.
9. Tuition for educational classes.
10. Decreased counseling sessions.
11. Decreased outside meetings.
12. Dismissal of current offense.
13. Applause.
14. Permission to travel out of town.
15. Two- for-one deal on community service.
16. Handshake.
17. Extended curfew.
18. Award bonus points in incentive program.
19. Credit community service hours for improvement in grades.
20. Continued participation in extra and co-curricular activities.

Sanctions:

The options for sanctions follow and are prioritized from less severe/restrictive. Any one sanction or a combination of sanctions may be imposed based on the extent of noncompliance with the JDC Accountability Program Plan (APP).

1. Admonishment by judge.
2. Written assignments, i.e. papers on effects of specific drugs, honesty, accountability, someone who has had a positive influence on their life, importance of drug counseling.
3. Letter of apology.
4. Community service projects.
5. Loss of privileges, such as driver's license and constructive free time.
6. Attend and report on adult court proceedings.
7. Increased support group meetings or counseling sessions.
8. Increased drug testing.
9. Increased court appearances.
10. Removal of cell phones.
11. Loss of ability to participate in extra and co-curricular activities.
12. Electronic monitoring (home detention), RoboCUFF or MEMS

13. Suspension/termination of employment.
14. Detention as authorized by statute.
15. Return to previous phase.
16. Suspension from the program.
17. Termination from the program.
18. Any other sanctions deemed appropriate by the court.

Suggested Drug Court Guidelines for Sanctions*

<u>Behavior</u>	<u>Sanction</u>
Tardy	1 st - 2 hours community service (“CS”)
	2 nd - 4 hours CS
	3 rd - 6 hours CS
Skip/un-excused absence	1 st - 8 hours CS
	2 nd - 10 hours CS
	3 rd - 12 hours CS
Dirty alcohol/drug screen	1 st - 8 hours CS
	2 nd - 12 hours CS
	3 rd - 16 hours CS
Skip Treatment	4 hours CS
Skip Probation Contact	8 hours CS
Bad Home Report	1 - 3 hours CS (Discretion suitable to report)
Curfew, RoboCUFF, or MEMS violation	
1-30 minutes	2 hours CS
31-60 minutes	4 hours CS
61 minutes late	House Arrest
Failure/Unable to provide a UA/Saliva Test	1 st - Verbal warning
	2 nd - 4 hours CS
	3 rd - 6 hours CS
Testing positive for an illegal non-prescribed substance	1 st - 8 hours CS
	2 nd - 12 hours CS

3rd – 16 hours CS

Failure to send required # of emails/texts/phone calls to Court Officer

1st - Verbal warning

2nd - 2 hours CS

3rd – 4 hours CS

Show up to court under the influence of drugs/alcohol

Detention, charged & possible termination

Inappropriately dressed for court/court activity

1st - Verbal warning

2nd - Wear something the court will provide

* The above guidelines are not mandatory. Teams are encouraged to develop their own guidelines for consistency with sanctions and also to sanction on an individualized basis as appropriate.

F. DESIGNING AN INDIVIDUALIZED ACCOUNTABILITY PROGRAM PLAN

The accountability program plan (“APP”) will be designed to appropriately respond to the needs of each drug court participant. Each participant will review the individualized APP with the assigned court officer/drug court coordinator, which may include, beyond the probation agreement goals: community service, drug and/or alcohol dependency treatment, restitution, school attendance and other requirements as appropriate. The treatment component will be set by the treatment staff and may include group sessions and individual counseling.

Each participant shall review and update the APP, if necessary, when requesting Path advancements.

G. REQUIRED ACCOUNTABILITY PROGRAM COMPONENTS

East Central Judicial District Juvenile Drug Court Program

Minimum 36 week Program for Path 1-3	Path 1 <i>Intensive</i> <i>12 Weeks</i>	Path 2 <i>Intermediate</i>	Path 3 <i>Aftercare</i>	Path 4 <i>Six Weeks</i>
Drug Court Review Hearings	One per week.	Every other week or as ordered by judge.	Every other week or as order by judge.	Set date for graduation
Alcohol/Drug Screens	Minimum of two alcohol/drug screens per week or as ordered by judge. Both random and scheduled. Tests may also be given upon direction of treatment provider or ordered by judge.	Every other week. Minimum of two per month or as ordered by judge.	Minimum of one per month or as ordered by judge.	Minimum of one per month or as ordered by judge.
Probation Contact	One to two times per week or as ordered by judge.	Every other week. Minimum of two contacts per month or as ordered by judge.	One contact per month or as ordered by judge.	One contact per month or as ordered by judge.
Tracking/Electronic Monitoring	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge
Parental Involvement	Participate with their child at all drug court review hearings. Attend parenting program as ordered by judge.	Participate with their child at all drug court review hearings. Attend parenting program as ordered by judge.	Participate with their child at all drug court review hearings. Attend parenting program as ordered by judge.	Ongoing involvement.
Community Service (CS)	Twenty total hours. As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
Restitution	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
School Attendance	Required unless ordered otherwise by judge.	Required unless ordered otherwise by judge.	Required unless ordered otherwise by judge.	Required unless ordered otherwise by judge.

Individual Treatment	Participate in treatment as recommended by treatment provider or team if necessary.	Participate in treatment as recommended by treatment provider or team if necessary.	Participate in treatment as recommended by treatment provider or team if necessary.	Participate in treatment as recommended by treatment provider or team if necessary.
Support Groups	Support groups as ordered by judge.	Support groups as ordered by judge.	Support groups as ordered by judge.	Support groups as ordered by judge.
Educational Program	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.

Northeast Central Judicial District Juvenile Drug Court Program

	Path 1 Orientation <i>Minimum of four weeks</i>	Path 2 <i>Minimum of three months</i>	Path 3 <i>Minimum of three months</i>	Path 4 <i>Minimum of two months</i>
Drug Court Review Hearings	One per week.	One per week.	One per week	One per week; given first priority for appearance at JDC and, if ordered by judge, may leave early.
Treatment	Participant will get an alcohol/drug evaluation, if not yet completed, and participate in treatment as recommended by evaluator.	Participant will participate in treatment as recommended by treatment provider.	Participant will participate in treatment as recommended by treatment provider.	Participant will participate in treatment as recommended by treatment provider.
Parental Involvement	Parents will participate in orientation, appear in JDC weekly review hearings, and attend alcohol/drug evaluation with JDC participant. Parents will also be expected to attend family therapy if appropriate.	Parents are expected to appear in JDC scheduled review hearings.	Parents are expected to appear in JDC scheduled review hearings.	Parents are expected to appear in JDC scheduled review hearings.
Probation Contact	One contact per week.	One contact per week.	One contact per week.	One contact per week.
Alcohol/Drug Screens	Obtain baseline. Minimum of two alcohol/drug screens a week, both random and scheduled; to advance to next path must have four consecutive weeks of clean tests.	Minimum of two weekly, both random and scheduled.	Minimum of two weekly, both random and scheduled.	Minimum of one weekly, random or scheduled.
Tracking	Minimum of four tracking visits each week and MEMS calls.	Minimum of three tracking visits each week and MEMS calls.	Minimum of two tracking visits each week and MEMS calls.	Minimum of one tracking visit each week and MEMS calls.
School Attendance	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".	Required unless ordered otherwise. Participant will use "passport".
Community Service (CS)	As a requirement of initial order, JDC participant must complete 20 hours CS and pay \$50 CS fee assessed. CS will also be used as a sanction for noncompliance and CS credit may be awarded as an incentive.	CS will be used as a sanction for noncompliance and CS credit may be awarded as an incentive.	CS will be used as a sanction for noncompliance and CS credit may be awarded as an incentive.	CS will be used as a sanction for noncompliance and CS credit may be awarded as an incentive.
Curfew	9:00 p.m. or as ordered by judge.	9:00 p.m. week nights and 10:00 p.m. weekends or as	10:00 p.m. or as ordered by judge.	10:00 p.m. week nights and 11:00 p.m. weekends or as

		ordered by judge.		ordered by judge.
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Northeast Judicial District Juvenile Drug Court Program

	Path 1 <i>Minimum of two weeks.</i>	Path 2 <i>Minimum of four weeks.</i>	Path 3A <i>Minimum of four weeks.</i>	Path 3B <i>Minimum of four weeks.</i>	Path 4 <i>Minimum of twelve weeks.</i>
Drug Court Review Hearings	One per week.	One per week.	One per week.	One per week unless pass given by judge.	As ordered by judge.
Treatment	Participant will get an alcohol/drug evaluation, if not yet completed, and participate in treatment as recommended by evaluator.	Participant will participate in treatment as recommended by treatment provider.	Participant will participate in treatment as recommended by treatment provider. Must attend Youth Cognitive Program and submit a one page report.	Participant will participate in treatment as recommended by treatment provider.	Participant will participate in treatment as recommended by treatment provider.
Parental Involvement	Parents will participate in orientation, JDC hearings, and alcohol/drug evaluation with participant. Parents will also be expected to participate in a family assessment if appropriate.	Parents will participate in JDC hearings. Parents will also be expected to attend family therapy if appropriate.	Parents will participate in JDC hearings. Parents will also be expected to attend family therapy if appropriate.	Parents will participate in JDC hearings. Parents will also be expected to attend family therapy if appropriate.	Parents will participate in JDC hearings. Parents will also be expected to attend family therapy if appropriate.
Probation Contact	One contact per week.	One contact per week.	One contact per week.	One contact per week.	One contact per week.
Alcohol/Drug Screens	Subject to random testing. Most recent drug screen must be clean.	Subject to random testing. Four consecutive clean weeks required to advance.	Subject to random testing. Four consecutive clean weeks required to advance.	Subject to random testing. Four consecutive clean weeks required to advance.	Subject to random testing. Maintain sobriety.
Tracking/Electronic Monitoring (EMS)	Subject to random tracking. EMS.	Subject to random tracking. EMS.	Subject to random tracking. EMS.	Subject to random tracking. No EMS unless used as a sanction.	Subject to random tracking. No EMS unless used as a sanction.
School Attendance	Required unless ordered otherwise. Participant will use "passport" to keep JDC team informed of school	Required unless ordered otherwise. Participant will use "passport" to keep JDC team	Required unless ordered otherwise. Participant will use "passport" to keep JDC team	Required unless ordered otherwise. Participant will use "passport" to keep JDC team	Required unless ordered otherwise. Participant will use "passport" to keep JDC team

	work progress.	informed of school work progress.	informed of school work progress.	informed of school work progress.	informed of school work progress.
Community Service (CS)	CS may be used as a sanction for noncompliance.	CS fee must be paid. Participate in Community Team Projects. CS may be used as a sanction or incentive.	Complete initial 20 hours of CS. Participate in Community Team Projects. CS may be used as a sanction or incentive.	Participate in Community Team Projects. CS may be used as a sanction or incentive.	Complete all CS hours. Participate in Community Team Projects. CS may be used as a sanction or incentive.
Curfew	Home Detention with EMS.	7:00 p.m. or as ordered by the judge.	9:00 p.m. or as ordered by the judge. Four consecutive weeks of no violations to advance.	9:00 p.m. or as ordered by the judge. Four consecutive weeks of no violations to advance.	As ordered by the judge.

Northwest Judicial District (Minot) Juvenile Drug Court Program

	Path 1 Orientation <i>Minimum of four weeks</i>	Path 2 <i>Minimum of three months</i>	Path 3 <i>Minimum of three months</i>	Path 4 <i>Minimum of three months</i>
Drug Court Review Hearings	One per week.	One per week or as determined by the judge.	One per week or as determined by judge; given first priority for appearance at JDC and, if ordered by judge, may leave early.	Every other week or as determined by judge; given first priority for appearance at JDC and, if ordered by judge, may leave early.
Alcohol/ Drug Screens	Obtain baseline if necessary. Minimum of two alcohol/drug screens a week, both random and scheduled; to advance to next path must have four weeks' clean tests.	Minimum of two weekly until earn less often tests. Both random and scheduled.	Minimum of two weekly until earn less often tests. Both random and scheduled.	As ordered by judge.
Probation Contact	Two-three emails, texts, phone calls or personal meetings.	Two-three emails, texts, phone calls or personal meetings.	Two-three emails, texts, phone calls or personal meetings.	Two-three emails, texts, phone calls or personal meetings.
Tracking-EMS	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
Parental Involvement	Parents will participate in orientation, appear in JDC weekly review hearings, and attend alcohol/drug evaluation with participant. Parents will also be expected to attend family therapy if appropriate.	Parents are expected to appear in JDC scheduled review hearings.	Parents are expected to appear in JDC scheduled review hearings.	Parents are expected to appear in JDC scheduled review hearings.
Community Service (CS)	As a requirement of initial order, participant must complete twenty hours of CS. CS will be used as a sanction for noncompliance or removed as an incentive.	CS will be used as a sanction for noncompliance or removed as an incentive.	CS will be used as a sanction for noncompliance or removed as an incentive.	CS will be used as a sanction for noncompliance or removed as an incentive.
Restitution	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
School Attendance	Required.	Required.	Required.	Required.
Educational Classes	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.

Individual Treatment	The participant will get an alcohol/drug evaluation, if not yet completed.	Participant will participate in treatment and any mental health and/or chemical dependency treatment as recommended by treatment provider or team if necessary.	Participant will participate in treatment and any mental health and/or chemical dependency treatment as recommended by treatment provider or team if necessary.	Participant will participate in treatment and any mental health and/or chemical dependency treatment as recommended by treatment provider or team if necessary.
Curfew	7:00 pm	9:00 pm	Sun-Thurs: 9:00 pm Fri -Sat: 10:00 pm	Sun - Thurs: 9:30 pm, Fri - Sat: 10:30 pm
Employment Eligibility	No.	No.	Yes.	Yes.

Northwest Judicial District (Williston) Juvenile Drug Court Program

	Path I <i>Two months</i>	Path II <i>Two to three months</i>	Path III <i>Two to three months</i>	Path IV <i>Two months</i>
Drug Court Review Hearings	One per week.	One per week or determined by judge.	One per week or determined by judge.	Bi-weekly or determined by judge.
Alcohol/drug Screens	Minimum of two per week. May be given at treatment if ordered by judge.	Minimum of two per week. May be given at treatment if ordered by judge.	Minimum of two per week. May be given at treatment if ordered by judge.	Minimum of two per week. May be given at treatment if ordered by judge.
Probation Contacts	Minimum of one per week.	Bi-weekly or as ordered by judge.	Bi-weekly or as ordered by judge.	Bi-weekly or as ordered by judge.
Tracking	RoboCUFF LSS– under certain circumstances.	RoboCUFF LSS – under certain circumstances.	RoboCUFF LSS – under certain circumstances.	RoboCUFF LSS – under certain circumstances.
Electronic Monitoring	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
Alcohol/Drug Testing	LSS Trackers	LSS Trackers	LSS Trackers	LSS Trackers
Parental Involvement	Parents will participate in orientation, appear at JDC weekly review hearings, and attend alcohol/drug evaluations with JDC participant. Parents are also expected to attend family therapy, if appropriate.	Drug court hearings Drug/alcohol treatment counseling, if required.	Drug court hearings Drug/alcohol treatment counseling, if required.	Drug court hearings Drug/alcohol treatment counseling, if required.
Community Service (CS)	As a requirement of initial order, participant must complete twenty hours of CS. CS will be used as a sanction for noncompliance or removed as an incentive.	CS will be used as a sanction for noncompliance or removed as an incentive.	CS will be used as a sanction for noncompliance or removed as an incentive.	CS will be used as a sanction for noncompliance or removed as an incentive.
Restitution	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
School Attendance	Required unless ordered otherwise, or regularly attending GED.	Required unless ordered otherwise, or regularly attending GED.	Required unless ordered otherwise, or regularly attending GED.	Required unless ordered otherwise, or regularly attending GED.

Employment	Provide tracker and court officer with weekly schedule.	Provide tracker and court officer with weekly schedule.	Provide tracker and court officer with weekly schedule.	Provide tracker and court officer with weekly schedule.
Education Classes	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
Treatment	Treatment as recommended by the treatment professional.	Treatment as recommended by the treatment professional.	Treatment as recommended by the treatment professional.	Treatment as recommended by the treatment professional.
Law Enforcement			The JDC participant will complete a minimum of four hours of riding with any law enforcement agency prior to graduation.	

South Central Judicial District Juvenile Drug Court Program

	Path I <i>30 Days Minimum</i>	Path II <i>Minimum of 10 Weeks</i>	Path III <i>Minimum of 10 Weeks</i>	Path IV <i>Minimum of 10 Weeks</i>
Drug Court Review Hearings	One per week.	One per week or determined by judge.	One per week or determined by judge.	Determined by judge.
Alcohol/drug Screens	Minimum of two per week – random or scheduled. May be given at treatment.	Minimum of two per week – random or scheduled. May be given at treatment.	Minimum of two per week – random or scheduled. May be given at treatment.	Minimum of two per week – random or scheduled. May be given at treatment.
Probation Contacts	Minimum of one per week.	Minimum of one per week.	Minimum of one per week.	As ordered by judge.
Tracking	LSS– under certain circumstances. MEMS.	LSS – under certain circumstances. MEMS.	LSS – under certain circumstances. MEMS.	LSS – under certain circumstances. MEMS.
Electronic Monitoring	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
Alcohol/Drug Testing	LSS Trackers MEMS	LSS Trackers MEMS	LSS Trackers MEMS	LSS Trackers MEMS
Parental Involvement	Drug court hearings. Drug/alcohol treatment counseling, if required.	Drug court hearings. Drug/alcohol treatment counseling, if required.	Drug court hearings. Drug/alcohol treatment counseling, if required.	Drug court hearings. Drug/alcohol treatment counseling, if required.
Community Service	Minimum of ten hours. Additional hours may be added as a sanction. Hours may be credited as an incentive.	Minimum of five hours. Additional hours may be added as a sanction. Hours may be credited as an incentive.	Minimum of five hours. Additional hours may be added as a sanction. Hours may be credited as an incentive.	N/A
Restitution	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
School Attendance	Required unless ordered otherwise – Powerschool information may be required. GED students will use “school passport.”	Required unless ordered otherwise – Powerschool information may be required. GED students will use “school passport.”	Required unless ordered otherwise – Powerschool information may be required. GED students will use “school passport.”	Required unless ordered otherwise – Powerschool information may be required. GED students will use “school passport.”
Employment	Provide tracker and court officer with weekly schedule.	Provide tracker and court officer with weekly schedule.	Provide tracker and court officer with weekly schedule.	Provide tracker and court officer with weekly schedule.

Education Classes	As ordered by judge.	As ordered by judge.	As ordered by judge.	As ordered by judge.
Individual Treatment	As recommended through drug/alcohol evaluation and other services as recommended.	As recommended through drug/alcohol evaluation and other services as recommended.	As recommended through drug/alcohol evaluation and other services as recommended.	As recommended through drug/alcohol evaluation and other services as recommended.
Support Groups	As required by judge and/or treatment provider.	As required by judge and/or treatment provider.	As required by judge and/or treatment provider.	As required by judge and/or treatment provider.

H. GENERAL PROGRAM POLICIES

1. Participant Orientation

After a drug and alcohol evaluation has been completed, but before the first JDC review hearing, each participant will receive an orientation interview from JDC. The purpose of this interview is to help orient the participant and parents to the program and answer their questions. At the orientation the participant and parents will review program policies and expectations. The participant will also complete the *Juvenile Drug Court Contract, Consent to Release of Confidential Information* and other necessary forms.

2. Guidelines for Drug Court Participants and Family Members

The following program guidelines have been developed and approved by the Juvenile Drug Court (JDC) Team. All participants and parents should read these guidelines carefully. To avoid unnecessary sanctions and misunderstandings, please ask if you have questions.

Appropriate Dress:

Participant and family members are expected to dress appropriately for all JDC activities. Clothing displaying drug or gang symbols, colors, or inappropriate language is prohibited. Wearing of hats, see-through or bare mid-drift shirts are not allowed in court.

Language and Behavior:

During all JDC activities, participants and family members are expected to refrain from the use of profanity and the glorification of alcohol or drug use. No racist, sexist, homophobic, sexual, violent or other offensive comments will be tolerated. Abusive behavior (in the form of insulting language, physical gestures, aggression, or otherwise offensive behavior) will be sanctioned and may be grounds for termination from the JDC Program.

Courtroom Behavior:

The drug court team expects all drug court participants and family members to show respect and courtesy to all courtroom staff, families in attendance, and other observers. No food or beverages are allowed in the courtroom.

Weapons:

Weapons are not allowed at ANY JDC activities. If a weapon is found on a participant, he or she will be sanctioned and may be terminated from the program.

Smoking:

Smoking is prohibited at all JDC functions regardless of participant's age.

Punctuality and Advance Notification of Absences:

Drug court participants and family members are expected to be on time for all JDC activities. If a participant is unable to attend any drug court activity, he or she must provide advance notice to the court officer or case manager. All attendance, notification and/or lateness issues will be reported to the court and are subject to sanction.

Parents:

Parents are not to use illegal substances or use alcohol to excess. The parent/guardian must contact the court officer/coordinator if they are unable to attend the weekly court session.

3. Juvenile Drug Court Accountability Program Plan

The participant and family members must comply with the APP. The APP will be an individualized plan for each participant taking into consideration gender and age issues. The APP will be a comprehensive, coordinated, strength-based individual plan of treatment and rehabilitation services for each participant and the participant's family. The plan will be developed in collaboration with the team, participant, and family. This plan will address chemical dependency treatment, mental health issues, school performance, peer relationships and self-esteem issues regarding each participant.

The assessment of the participant and family will include careful and thorough consideration of their cultural perspectives and the cultural relevance of the process of treatment. The APP will incorporate a variety of strategies that build on cultural strengths.

The plan will be reviewed, at a minimum, every thirty days. Changes will be discussed with the participant by the assigned court officer.

4. Visitors

All visitors, with the approval of the judge and consent from the participants, may be present in the courtroom during status review hearings. All visitors must sign the Confidentiality Form.

5. Tobacco

JDC recognizes that there are participants under the age of 18 who use/possess tobacco products. JDC does recognize that enforcement of the tobacco law is difficult for law enforcement and will similarly be difficult for JDC.

Therefore, JDC adopts the following practice concerning tobacco products:

- JDC will not test for use of tobacco products.
- JDC staff, case workers, and trackers are obligated to report to the staff any direct observation of a participant possessing or using tobacco product.
- JDC can assess community services hours, other appropriate sanctions, and/or make a referral to smoking cessation class for each adjudicated violation of the tobacco laws or a staff, caseworker, or tracker's report of a participant's violation of the tobacco laws.

6. Drug Testing

The accountability program will include scheduled and random alcohol/drug screens. The first alcohol/drug screen will occur at the time of orientation. Each drug court has specific guidelines to follow.

Northeast Central Judicial District Procedures:

Alcohol:

The juvenile court officer will order alcohol machines. Trackers obtain these from the juvenile court office. When a tracker arrives at the client's home, make sure the client has nothing in his/her mouth. If client has gum in mouth, has recently brushed teeth, used mouthwash, or drank anything, wait 10-15 minutes before testing for alcohol. Use breath machine to test for alcohol. If the test is positive for alcohol, the tracker should ask the client if they admit to drinking and the tracker should record notes of exactly what happened while they were in the home. If the test is positive for alcohol and the participant denies drinking, the tracker should attempt to obtain a urine sample from the client and mail the sample to the laboratory. The lab can detect alcohol in the urine.

The juvenile court officer will perform ETG tests as warranted by the participant's circumstances. The tracker will perform ETG tests only if specifically requested to do so by juvenile court officer or judge.

Drug Testing:

The juvenile court officer will order drug test kits, adulteration strips, cups, temperature strips, and latex gloves. The trackers acquire these supplies from the juvenile court office.

The trackers should place a temperature strip on the urine cup. The temperature should show between 92-98 degrees immediately after the urine sample is given. The tracker should supervise the urine sample by entering the bathroom with the client when the tracker is the same gender as the client. Adulteration strips should be used to check for adulteration whenever possible and especially if the specimen seems suspicious. Suspicious samples or extremely clear samples (look like water) should also be sent to the lab for an adulteration test. Test the urine sample by following drug test kit instructions and read results. If the test is clean, dispose of the urine sample immediately. If the test is positive, the tracker should complete *Tracking and Drug/Alcohol Testing Notification Form* and leave appropriate copy with the parent or guardian, if parent or guardian is home, or with the participant, if the parent or guardian is not home, and ask the client if they admit to using. If the urine test follows a positive breath or saliva test, only one notification form must be completed by the tracker. The tracker should always keep a positive urine sample and mail it to the lab for confirmation and drug level. Tracker should keep detailed notes about the event.

The juvenile court officer will perform tests for synthetic marijuana as warranted by the participant's circumstances. The tracker will perform tests for synthetic marijuana only if specifically requested to do so by the juvenile court officer or judge.

East Central Judicial District Procedures:

Drug testing supplies are ordered by the coordinator and stored at the court officer's office in Juvenile Court. Each tracker will keep a small supply of drug tests on hand.

The tracker will gather all supplies prior to going into the home, including the materials needed to screen the specimen. The tracker will explain the procedure to the client, including that the drug screen will be directly observed (i.e., urine coming directly from the body to the cup). The tracker will assure there is privacy within the bathroom, have the client empty their pockets, wash their hands with soap, rinse well, and dry. The tracker will then give the client the specimen cup and have the client break the seal. The client will be encouraged to fill the cup 3/4 full; however, the lab can test less than 1/4 inch of urine. The tracker will apply a temperature strip to the cup. It should read between 90 and 100 degrees within four minutes. The tracker will open the testing supplies in front of the client, dip the testing stick into the urine (not immersing any of the plastic portions of the testing instrument into the urine), hold the instrument in the urine for 15-30 seconds, replace the cover on the instrument, and read it after five minutes, not before. The tracker will not read the instrument after ten minutes, as false results may occur. The tracker will inform the client of the test results; however, the tracker will not interpret the testing in any way. Clients will be told only that the test indicates a positive or negative sample. If the client has further questions regarding the testing, the tracker will encourage the client to contact their treatment provider. If the sample is positive, the tracker will NOT retest the sample. The tracker will inform the client that the sample will be sent for further testing and complete the *Tracking and Drug/Alcohol Testing Notification Form* and leave it with the parent or guardian. All paperwork will be completed with the client in the

room. The tracker will have the client initial the seal and sign the form used by the laboratory. If the client refuses to sign the form, the tracker will initial the seal where the client should sign and write client refusal. The yellow copy of the paperwork will be given to the client, the pink copy will be routed to the JDC court officer, and the original WHITE copy will be sent with the specimen. The tracker will then place the seal over the top of the specimen and place the label around the specimen container. The specimen will then be placed in the small plastic bag with the absorbent pad; any excess air must be squeezed out prior to sealing. The tracker will then place the sealed bag containing the specimen in the mailer with the original WHITE paperwork. The mailer is sealed with packaging tape and mailed as soon as possible.

Trackers are not to directly contact Redwood Toxicology Laboratories. If the client has questions regarding the results from the Lab, trackers will inform them the results should be received within one week and will be provided to them at JDC or juvenile court. The clients are allowed 30 minutes and three eight-ounce glasses of water if they are not initially able to provide a sample.

Trackers will also conduct random alcohol screens. Two forms of tests are available: the Digital Alcohol Detector and the Alco-screen. Trackers will follow all printed instructions on these screening devices and report all positive results on the Tracking and Drug/Alcohol Testing Notification Form.

Path One requires a minimum of three drug screens per week. Path Two requires a minimum of two drug screens per week and Path Three requires a minimum of one drug screen per week or as ordered by the judge.

South Central's Judicial Procedures:

MEMS

All drug court participants shall be subject to alcohol testing and home curfew monitoring through MEMS. The procedure requires that the participant blow into a disposable straw on the 3000VB HomeStation. Breath alcohol test results are transmitted to the monitoring center host through standard land phone lines or cell phones. The HomeStation also photographs the participant at the time of testing and relays the image to a monitoring center. Original photographs, provided by the agency, are used to verify participant identity. Appropriate action is taken if the participant fails the alcohol test, the photos do not match, or the participant fails to comply with breath alcohol testing parameters.

Any failure to take a MEMS test will result in immediate House Arrest conditions and the participant shall provide a urine sample within the same business day or immediately upon the probation officer making contact with the participant.

If a participant tests positive for alcohol during a MEMS test, a urine sample is not needed to provide confirmation.

Oral Saliva Swab Drug Testing

All drug court participants shall be subject to random oral saliva drug testing performed by the court officer and/or the tracker. Random drug tests will be performed on weekends as scheduled by the tracker. No participant shall leave the parental home prior to noon on Saturday or Sunday unless the tracker has already collected the sample on one of those days or the participant has called the tracker twenty-four (24) hours in advance with a work/church conflict.

Each participant is required to provide a saliva sample onto a collection device provided by the court officer and/or tracker. The participant shall not consume any beverage or food item five (5) minutes prior to testing. The participant will be monitored at all times during sample collection. The court officer and/or tracker will notify the participant when the sample is sufficient and place the sample into a storage device. Upon completion of providing the oral sample, the court officer and/or tracker shall complete the appropriate paperwork, collect appropriate signatures from the client for chain of custody and security purposes, and send the sample and paperwork to the contracted agency for testing.

Any participant confirmed positive for an illegal or non-prescribed drug shall be placed on homebound conditions by the court officer. The court officer will contact that participant immediately upon receiving the confirmation.

Northwest Judicial District Procedures:

The Northwest District will use a variety of drug testing methods (depending upon the circumstances of each drug court participant). Trackers will be trained on the appropriate collection procedures by the agency providing the tracking services. Any further questions shall be directed to the JDC court officer.

The tracker will complete all appropriate paperwork, as required by the laboratory and send the specimen to the laboratory as soon as possible. It is imperative to send all samples in as quickly as possible so the results will be sent back to the court in a timely manner.

The client will be allowed 20 minutes to produce a urine sample (UA). If a UA cannot be obtained, the tracker may utilize a saliva test. Drug court prefers to receive a UA on a participant but also realizes there may be times when a participant cannot produce a sample. A UA should be attempted first; do not let the participant dictate what type of test they want to take.

The tracker will meet with the family of the participant as well as the court officer for initial contact and intake in order to review roles. The trackers will conduct alcohol and drug testing on a RANDOM basis. RANDOM is defined as unscheduled AND at various times throughout the week. The tracker should always keep the client guessing as to when the tracker may arrive for a test. The trackers should change the times and days they go to the client's home each week. The participant and tracker must be of the same gender and all drug and alcohol tests are to be observed by the tracker.

The tracker is not allowed to conduct drug tests at the participant's school or place of employment without permission from the court. Trackers are NOT to provide information to the participants and their families as to possible recommendations from the court. Trackers shall conduct curfew checks in person at random and unscheduled times during the week. It is the responsibility of the participant to provide a weekly activities schedule to the court officer and tracker and to notify them of any changes. Failure to provide a schedule may result in a sanction.

It is not the role of the tracker to follow-up on whether or not the participant is completing all of the court recommendations. If the tracker has concerns, the tracker is to document the information and it will be staffed with the drug court team. Trackers are welcome to attend the drug court team meetings prior to court and are also welcomed to stay for court. The JDC coordinator will notify all trackers of the court ordered testing requirements, curfew times and anything else pertinent to the participant via email each week. The email will be sent to the designated tracker after court has adjourned.

Trackers are not to call the court officer at home unless a CRISIS situation arises. If a tracker is in doubt about what a crisis situation is, then they need to contact their immediate supervisor.

7. Tracking

Duties of Tracker:

The assigned tracker will meet with the family and court officer to review the tracker's role. The case manager (JDC coordinator) will contact the tracker for the initial contact with the participant and family.

Conduct alcohol sensor and urinalysis tests on random basis. Random is defined as unscheduled and at various times throughout the week. All drug tests will be observed by the tracker. The participant and tracker must be of the same gender. Trackers will complete the *Tracking and Drug/Alcohol Testing Notification Form* of positive test and give to parents or guardian. If parent/guardian is not present, leave the notification at the participant's residence. If a positive test is obtained, send the sample to the lab.

Trackers are **not** to provide information to the participants and their families as to possible recommendations for the JDC participant.

Conduct curfew checks with the participant either by phone or in person when requested by court officer or JDC coordinator. Curfews will be assigned on a weekly basis by the drug court judge during the weekly hearing. A participant is required to contact the tracker of his comings and goings when he/she is on home detention, electronic monitoring, or as required by JDC team. It is the participant's responsibility to provide a weekly activities schedule to the court officer or case manager and the tracker.

It is not the role of the tracker to follow-up on whether or not the participant is completing all of the court recommendations. If a tracker has concerns, the tracker is to document this information and it will be staffed with the team.

The tracker is not allowed to conduct drug tests at the participant's school or place of employment without permission from the coordinator or court officer.

Trackers are not to call the court officer or case manager at home unless a crisis situation arises. A crisis situation may include the following:

1. The participant is at risk of running or is on the run.
2. The participant is suicidal or homicidal.
3. The participant has overdosed or needs medical attention.
4. The participant has become a threat to himself or someone else.

It is the responsibility of the JDC coordinator to notify the trackers of the court ordered testing, curfew and requested curfew checks following court each week.

Additionally, a traditional tracker may be assigned. A traditional tracker may act as a mentor and engage in positive social activities with the participant, including assistance with school work. A traditional tracker will not conduct alcohol or drug tests or monitor curfews.

8. Community Service

When a new drug court participant enters into JDC, a referral from the participant's court officer or Division of Juvenile Service ("DJS") worker is sent to the community service coordinator. The participant is required to contact the community service coordinator to schedule an appointment to open a file and to schedule community service hours based on the court order. Both the participant and a parent/legal guardian must meet with the community service coordinator before any community service arrangements will be made. During this meeting various forms are completed and a work site and start date are determined. The participant is also charged a program fee to cover program cost and liability insurance. Each work site is also contacted weekly by the coordinator to verify that the hours have been completed and an update is sent to the JDC coordinator with the hours completed and the remaining balanced owed. If other community service projects are approved on a case-by-case basis, the team will ensure that work being performed is in compliance with child labor laws and the participant is covered under Workforce Safety and Insurance by the agency or the workplace.

Each participant must complete a minimum of twenty hours of meaningful court approved community service.

If community service fees are not paid, and other arrangements have not been made, path advancement and/or graduation may be delayed.

9. Special Projects

East Central:

Law Enforcement Mentoring Program - When funding is available, law enforcement officers may be involved in getting together with the participants in the JDC program either by group outings or one-on-one activities specific to the participant's interests.

Group Outings and Special Projects - In addition to any outings under the Law Enforcement Mentoring Program, the participants may be required to participate in group outings and special projects under the supervision of JDC personnel. Credit for community service hours may or may not be awarded depending on the nature of the outing or project.

Valley Green Team - Summer employment with the City of Fargo Forestry Department. This program provides full-time summer employment for 3-4 participants. Each participant is required to go through the process of applying and interviewing for the job. The employed participants, along with a supervisor from the City of Fargo, work on various community projects such as gardening and trimming trees. The program includes mentoring opportunities such as rock wall climbing and classes on money management once a week. Sanctions through the JDC program are used for any violations such as smoking or tardiness, which are reported to the coordinator on a weekly basis.

Northeast Central:

Summer Projects: For the months of June, July, and August each year, one week each month will be set aside for a special project for the participants. The participants will attend regular drug court sessions the remaining weeks. The purpose of these projects is to enrich the participants' lives in art, history, other cultural activities, sporting events, or activities that the participants may not otherwise have an opportunity to attend. Summer projects in the past have included instruction by a local artist in making a buffalo out of driftwood which were then placed on display at the North Dakota Museum of Art, creation of individual photo journals under the direction of a high school teacher, and a bus trip to Bismarck to see the Heritage Center, the State Capitol, and Fort Lincoln. Team members also participate in these projects.

Community Service Focused Projects: During the year, the participants, along with team members, participate in group community service projects, such as wrapping Christmas presents for "Bernie's Kids" in which underprivileged children receive money to purchase Christmas presents for their families, and manning booths at "Artwise", a school-sponsored art festival held at the Alerus Center for children to participate in "hands-on" art projects. The participants are given double community service credit and all are required to participate in these projects.

South Central:

South Central JDC has developed an Independent Living Curriculum to promote vocational training, independent living skills, educational assistance, and personal health and leadership skills for their participants. Participants are provided vocational training to learn how to complete a job application, create a resume, and learn how to write a cover letter. They will become familiar with popular job sites and where to look for a job. Additionally, interview skills will be developed and job placement or job shadowing may be possible for some participants. The participants learn essential skills for living independently such as personal finance (money management, banking, and consumer skills), apartment living, insurance (car, health, and life), and community resources.

Each participant will be assigned meaningful court approved community service. Community service is assigned by the community service representative. Community service will be group projects and individual assignments. The majority of the individual assignments will be collaborating with the local homeless youth focused group, “Carrie’s Kids” and also with the “Soup Café”.

Northwest:

Northwest District has special projects that are conducted throughout the year. These special projects are meant to make our community a better place to live. All participants are expected to participate in these projects.

10. Suspension

The team has the option to suspend or terminate a participant from the JDC Program. If a participant is suspended from the program, the participant may reenter the program upon determination of the JDC team.

11. Termination

If a participant has a new adjudication for possession of a controlled substance with the intent to sell or manufacture, or delivery of controlled substance, or is adjudicated with a violent felony offense, the participant may be terminated from the program and will be referred to juvenile court for further disposition.

When considering termination of a participant from the JDC Program, the team should take into account, but not be solely limited to the following factors:

- A. **Subsequent Offense** — The nature of the offense, the circumstances under which it was committed and its seriousness.
- B. **Treatment Issues** — The adherence of the participant to the treatment process, unabated continued use of illegal and/or harmful substances, duration of the participant’s involvement in treatment, the treatment providers prognosis regarding the

likelihood of successful completion of the JDC Program and the presence of significant obstacles to successful completion of the JDC program.

- C. **Probation Issues** — Participant's obedience to probation terms and conditions, participant's attitude regarding JDC directives, efforts to complete those directives and the duration of involvement in the JDC Program.
- D. **Other Issues** — Presence of over-riding mental health issues, family practices which continually inhibit recovery and continued evidence of an inability or unwillingness to make healthy choices regarding associates, peers, family, employment, and school.

During the JDC team meeting, any JDC team member can make a recommendation for termination of a participant. The JDC judge makes the final determination for a juvenile to be terminated from the program upon the recommendations of the JDC team.

Termination Hearing: (Optional)

After considering termination and the team makes a termination recommendation to the JDC judge, the judge shall inform the participant that he or she will be given a termination hearing. The hearing is scheduled the following week (before or after court) to give the participant and his or her parents the opportunity to consult with defense counsel, treatment provider, and any other counselors. The hearing is open only to the participant, parent(s), and team. The hearing will not be of record and will be conducted informally, allowing the participant and parents to speak openly. At the start of the hearing, the state's attorney will outline the recommendation for termination and the participant, through his or her counsel, will in turn present an argument to remain in the program. The JDC judge will make the final determination. If the participant is taken back into the program they will return to active status with whatever sanctions are deemed appropriate. If the participant is ultimately terminated, the JDC judge will issue an Order to that effect and the participant will be referred back to juvenile court.

12. Graduation

JDC graduation is a celebration of a participant's successful completion of all drug court requirements.

Program Requirements:

Successful completion of all phases of the program is required for graduation. All financial obligations, including restitution and community service fees, must be paid in full.

Celebration:

The JDC celebration consists of a ceremony in court. All participants of the program are asked to be present for a graduation. The celebration provides a specific time for the team,

the participant, and the participant's family to acknowledge the work and success of the participant and to support the participant's future endeavors.

The JDC coordinator is in charge of the preparations for the participant's graduation.

Dismissal of Current Offense:

Six months after graduation from the JDC Program, if the graduate has remained offense free, the judge has the option of dismissing the current offense.

Dismissal of Juvenile Court Record:

In addition to dismissal of current offense, the participant may be entitled to dismissal of his juvenile court record if he remains offense free for a two-year period. Application to the court for dismissal of the juvenile court record is the responsibility of the JDC participant.

Reference is made to N.D.C.C. § 27-20-54, N.D. Sup. Ct. Admin. Policy 403, and Sup. Ct. Admin. R. 19 relating to destruction of juvenile court records.

13. Program Re-entry Eligibility Criteria.

A past JDC participant who has previously graduated from the JDC program may be eligible for re-entry into the program after re-offending, on satisfaction of the following criteria:

1. Past participant must meet the eligibility and suitability conditions for first-time participants as outlined in Section I (A) and (B) of this manual.
2. Past participant must have graduated from JDC.
3. Past participant's re-offense occurred less than six months since graduation.
4. Past participant's re-offense is a drug or alcohol-related offense or is strongly connected to drugs or alcohol.
5. Team must fully examine intent and nature of the re-offense to determine if re-entry into the program is a suitable action.
6. Parents, past participant, and the treatment provider must all agree re-entry is a suitable action.
7. Team must consider the availability of program space and the past participant's prior success in the program.

If a past participant is determined eligible and accepted for re-entry:

1. The participant's accountability program plan will be designed to begin in the middle of Path III and proceed through as normal.
2. The participant will not be eligible for dismissal of the offense six months after graduation from the re-entry program. However, the offense and the juvenile court record may be dismissed after two years by the court, if the participant remains offense free.

II. STAFF RESPONSIBILITIES

The program is under the direction of Justice Mary Muehlen Maring. A program manager oversees the coordination of all activities related to the program and responds to all statewide issues, policies, and inquiries regarding the program.

The JDC team consists of a judge, juvenile court officer, coordinator, the state's attorney, defense attorney, school representative, and law enforcement and treatment providers. The team's role is to meet weekly to review and discuss the participant's progress.

A. Juvenile Drug Court Judge

The JDC judge serves in a nontraditional judicial capacity. In addition to the traditional role of adjudicative officer, the judge serves as a member of the JDC team with an important role in seeing that the therapeutic and restorative aspects of JDC are met.

An important part of the judge's role on the team is to facilitate a free, frank, and open discussion of all relevant areas of the individual participant's life with a view towards ongoing assessment of the individual accountability plans. The team staffing is nominally chaired by the judge. The judge is ultimately responsible for an adjudicative decision, but no such decision is ever made without full input opportunity by all team members. The judge reserves the ultimate right to act in the best interests of the legal system, the participants, and the public. It is important that the judge conducts himself/herself in a manner which encourages frank discussion and it is important the judge be viewed as a person who is looking for advice and guidance as opposed to a person looking for affirmation.

In addition to the judge's role as a member of the JDC team, the judge has ultimate adjudicative responsibility in drug court. It is important that the participants, their families, and the other team members understand that ultimately the judge is called upon to decide all criminal justice issues that are presented to the court. It is inappropriate as a matter of judicial conduct for the judge to be unduly deferential to the desires of the team, the participants, or the arguments of counsel. It is important for the judge to bear in mind that although the forum is nontraditional, the judge remains the judge and has a primary responsibility for maintaining the independence and integrity of the process.

The judge has primary responsibility for facilitation of the individual drug court accountability program, to provide for appropriate sanctions and incentives, and to oversee the over-all implementation of the individual drug court accountability program.

The judge serves and acts as chair on the administrative committee of JDC. The judge is ultimately responsible for ensuring that JDC is regularly assessed and that all necessary changes are implemented. The judge relies on the administrative assistance of the JDC coordinator, the juvenile

court supervisor and such other support staff as are available to the judge. The judge reports directly to the presiding judge of the district and assists in maintaining open lines of communication with the state JDC program manager and the State Court Administrator's Office. The judge and coordinator, along with the state program manager, will follow the financial budget provided by the State Court Administrator's Office. All financial questions are to be addressed to the state court program manager.

B. Juvenile Court Officer

The role of the court officer is to ensure the drug court participant is adhering to the probation rules and drug court policies, and to report to the team whether or not all rules are being complied with. The court officer reports and records any violations that may have occurred. The officer meets with the participant on a weekly basis or as required, makes contacts with parents, treatment, and school officials, trackers, law enforcement officials, and monitors any other orders from the court that may be mandatory. The officer may conduct random drug and alcohol screens on the drug court participants. The officer assists with assigning and scheduling community service hours and makes sure to collect any court fees and restitution. If there is a victim in the case, the officer acts as a liaison between the offender and victim, allowing for the payment and distribution of restitution or other conditions of probation.

The court officer or the drug court coordinator will conduct an orientation for the participant and family before the drug court appearance. The officer will attend weekly staffing, weekly court, and any administrative meetings.

C. Juvenile Drug Court Coordinator

The coordinator is responsible for gathering information on each individual participant for the weekly review hearing. The coordinator maintains files on each participant and is responsible for keeping the profile of each participant throughout their involvement in JDC. The coordinator contacts all the relevant parties (tracker, school, court officer, etc.) and prepares necessary information for the regular team meetings and review hearings. The coordinator maintains the overall statistical data, budget, and relevant information for the state evaluation of the JDC, and serves as a community liaison for JDC.

The coordinator shall attend team staffing, court, and administrative meetings. All budget affairs shall be communicated with the state program manager and all reporting requirements and quarterly statistics shall be sent to the state program manager and the JDC evaluator. All invoices must be sent to the JDC state program manager in a timely manner.

The coordinator maintains all participant files. These files include all releases and confidentiality forms, progress reports, community services hours, path information and court orders. These forms must be kept current and in compliance with all federal rules and regulations.

The coordinator conducts all orientations for the participant and family before the first drug court appearance. Rules and expectations, along with several areas for goals, shall be discussed. The coordinator shall arrange for a meeting with the participant, parents, and defense counsel, prior to the first court appearance, to review and sign the JDC contract and all release forms.

The coordinator contacts the trackers following court with any changes to home detention or path status. The coordinator maintains communication with the tracking coordinator in regards to program or policy changes.

It is the role of the coordinator to contact local organizations for incentives. Local organizations will also be contacted for speaking engagements on the drug court program. The coordinator prepares for participant graduations which includes buying the cake and supplies, preparing a certificate of completion, and obtaining a gift certificate and card.

D. State's Attorney

The state's attorney's role is to review petitions and assist in the staffing of juveniles into the program. The state's attorney reviews the participant's case weekly and assists in staffing at the weekly hearings. The state's attorney is responsible to ensure that the JDC team complies with the policies and procedures of the program manual and participates in the decisions of incentives and sanctions for the participants. The state's attorney shall be present in the court room weekly and the coordinator will be notified if that will not be possible.

The state's attorney helps implement drug court procedures and policies for the program; assists in modifying procedures and policies as needed; ensures all new state laws are incorporated into the program when required; and attends weekly staffing and administrative meetings.

E. Defense Counsel

Defense counsel plays a nontraditional role that blurs the line between advocacy and guardian ad litem. Defense counsel will protect the participant's constitutional rights to the extent possible within the drug court framework. Defense counsel participates in formulating a plan in regard to individual consequences for noncompliance and act as an advocate for the participant's position to the extent possible within the existing framework.

Defense counsel's role within the team is to communicate with team members keeping in mind the best interests of the participant. Defense counsel attends all staffings and administrative meetings to provide any input on the betterment of the participant's program. Defense counsel helps implement and modify drug court procedures and policies for the program. Counsel assists in staffing new participants and current participants. Defense counsel explains the drug court forms before they are signed by the participant and parents to ensure their understanding of the requirements of the Contract and the Release of Confidentiality. Defense counsel ensures new forms are signed if

a new presiding judge is appointed or the forms are outdated.

F. Treatment Provider

The role of the treatment provider is to provide the alcohol/drug assessment/evaluation on JDC participants, provide treatment/support JDC participants; network with other treatment providers regarding participants in the JDC program; and make recommendations for treatment follow-up needs. The treatment plan will be an individualized plan for each participant based on age, culture, mental ability, and levels of treatment.

The treatment provider functions as a team member by attending staffing, weekly court and other meetings as scheduled. He/she will also provide input and feedback for program development statewide. The treatment provider will provide weekly treatment reports to the coordinator for weekly staffing. The treatment provider must be informed of all participants' current status and progress in treatment to provide input at weekly staffings.

G. School Representative

The participant's school will provide information to the coordinator regarding the participant's school performance, attendance, progress and behavior/disciplinary reports and other relevant information. This information will verify the weekly "passport" (a passport may not be required by all JDC programs) each participant brings to court that states the classes they have attended and grades in each class for that week. This "passport" is signed off by each class teacher.

The school representative will attend staffing and court when possible. The representative assists the team by providing the best education plan for each individual participant.

H. Family

The participant's family is expected to provide a supportive environment and adequate supervision to help ensure the youth's active participation during their involvement in JDC. The family's involvement is essential for the participant's long-term success. The parents/guardian are required to participate in progress review hearings and treatment as ordered by the JDC judge. If unable able to attend, the parents/guardian must contact the court officer.

I. Law Enforcement

Law enforcement assists in monitoring the participant's outside activities. Law enforcement provide valuable and pertinent information regarding a participant contact with the law and inappropriate behavior in the community. The officer will be a liaison between the local law enforcement and the JDC team in educating the law enforcement on the JDC program and promoting involvement such as the Ride-Along Program or other activities with the participants. The law enforcement officer attends weekly staffing and court session when possible.

J. State JDC Program Manager

The state program manager coordinates all activities related to the JDC program and responds to all statewide issues, policies, and inquiries regarding the program. The state program manager keeps the JDC teams updated on changes in the program manual, training, and on all federal and state requirements on confidentiality, drug testing, and manages all budgets for the JDC Program. The state program manager staffs the State Juvenile Drug Court Advisory Committee.

III. Juvenile Drug Court Forms

General Forms

CONFIDENTIALITY NOTIFICATION OF ALCOHOL AND DRUG ABUSE PATIENT RECORDS

The confidentiality of alcohol and drug abuse patient records maintained by this program is protected by federal law and regulations. Generally, the program may not say to a person outside the program that a patient attends the program, or disclose any information identifying a patient as an alcohol or drug abuser *UNLESS*:

- 1) The patient consents in writing;
- 2) The disclosure is allowed by a court order; or
- 3) The disclosure is made to medical personnel in a medical emergency or to qualified personnel for research, audit, or program evaluation.

Violations of the federal law and regulations by a program are a crime. Suspected violations may be reported to appropriate authorities in accordance with federal regulations.

Federal law and regulations do not protect any information about a crime committed by a patient either at the program or against any person who works for the program or about any threat to commit such a crime.

Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

(See 42 U.S.C. §290dd-3 and 42 U.S.C. §290ee-3 for federal laws and 42 C.F.R. Part 2 for federal regulations.)

I have read and understand the Confidentiality Notification of Alcohol and Drug Abuse Patient Records.

Participant Signature	Date
-----------------------	------

Parent/Guardian Signature	Date
---------------------------	------

Defense Counsel Signature	Date
---------------------------	------

Adapted from **Federal Confidentiality Laws and How They Effect Drug Court Practitioners, National Drug Court Institute, 1999.*

Consent to Ex Parte Communications and Waiver of Objection

I understand that during my participation in the Juvenile Drug Court Program there will be an exchange of information and communication among the drug court team members, including the judge, orally and in written and electronic forms.

I understand that this exchange of information and communication made to and among the judge and other team members outside the presence of my lawyer and me is known as ex parte communication under Canon 3(B)(7), N.D. Code Jud. Conduct.

I consent to the judge and other team members receiving information and communication about me from treatment providers, probation officers, law enforcement officers, prosecutors, school representatives and others outside the presence of myself or my lawyer.

I waive any objection to ex parte communications during my participation in the drug court program.

Dated this _____, day of _____, 20_____.

Participant

Parent/Guardian

AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION

I authorize: _____ Name of Patient: _____
_____ Social Security No. _____
Date of Birth: _____

To release to: The Juvenile Drug Court and the following authorized team members: Assigned
judge(s) _____, state’s attorney _____, defense counsel _____,
juvenile drug court coordinator _____, and juvenile court officer _____.

Address: _____

SPECIFIC DESCRIPTION OF INFORMATION TO BE USED AND DISCLOSED

I authorize release of:

- _____ all alcohol and/or drug abuse records that are part of my medical records from _____ to _____.
- _____ all psychiatric/mental health records that are part of my medical records from _____ to _____.
- _____ all prescription records that are part of my medical records from _____ to _____.
- _____ other - List specific document(s) or information:

PURPOSE OF THE USE AND DISCLOSURE

Information is being released for the following purpose: Participation in the Juvenile Drug Court Program.

I authorize the use and disclosure of my individually identifiable health information as described above. I understand that this authorization is voluntary. I understand that if the person or organization I authorize to receive the information is not a health plan or healthcare provider, the released information may no longer be protected by federal privacy regulations and could be re-disclosed.

I understand that any disclosure made regarding substance abuse is bound by Part 2 of Title 42 of the Code of Federal Regulation and that records may also be protected by the Health Insurance Portability and Accountability Act of 1996 (“HIPPA”), 45 C.F.R. pts 160 & 164, and State Confidentiality laws and regulations. I further understand that I am consenting to the release of confidential information and that the recipients of this information may redisclose it only in connection with their official duties in the juvenile drug court.

I understand that I may revoke this authorization in writing at any time, except to the extent action has already been taken in reliance on it. I understand that this authorization will expire on _____, or if no date or event is specified, 12 months from the date of signing.

A photocopy or fax of this original will be treated in the same manner as the original.

Signature of Patient/Guardian/Representative

Date

If not Patient, State Authority/Relationship

**JUDICIAL DISTRICT
JUVENILE DRUG COURT OF COUNTY**

IN THE INTEREST OF _____

LAST CHANCE CONTRACT

I, _____, acknowledge that I have been informed of the expectations, rules, regulations, and policies of the Juvenile Drug Court Program. I agree that any violation from this point on may result in my being dismissed from the Juvenile Drug Court Program and being referred back to Juvenile Court for a probation revocation hearing.

Violations may include, but are not limited to, the following: curfew violation, use or possession of drugs or alcohol, failure to complete community service, failure to attend treatment, being dropped from school or the GED program, failure to attend school or GED program, and not completing drug court requirements each week.

Dated: _____

Participant

Parent/Guardian

Drug Court Judge

Juvenile Drug Court Sign In Sheet

Date: _____

(Please print your name, and reason for attendance)

<u>Name</u>	<u>Reason for Attendance</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

Confidentiality Clause:

The issues discussed in this court room are sensitive matters. In order to be the most helpful and effective we must protect the information given during this, and all other drug court meetings and sessions Please respect the rights of others and don't discuss these proceedings with unrelated individuals.

This information has been disclosed to you from records protected by Federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

Participant Profile

Name:

Parents Names:

Address:

Age:

Grade in School:

Employed: _____yes _____no If so, where:

My dream job is:

I have participated in the following sport(s): (Please check)

Soccer___	Boxing___	Basketball___
Dance___	Cheerleading___	Golf___
Football___	Hockey___	Track___
Tennis___	Volleyball___	Wrestling___
Martial Arts___	Weight lifting___	Cross Country___
Other_____	Other_____	Other_____

I would like to know more about the following sport(s):

Soccer___	Boxing___	Basketball___
Dance___	Cheerleading___	Golf___
Football___	Hockey___	Track___
Tennis___	Volleyball___	Wrestling___
Marshall Arts___	Weight lifting___	Cross Country___
Other_____	Other_____	Other_____

My hobbies are:

I wish my hobbies were:

If I didn't have to worry about the cost, I would like to play this musical instrument:

I am interested in knowing more about photography? _____yes _____ no.

My favorite subjects in school are:

My least favorite subjects are:

When I was little, my favorite thing to do with your family was?

My favorite color is: _____

My favorite movie is: _____

My favorite song is: _____

My favorite car or truck is: _____

My favorite place to eat is: _____

My favorite foods are: _____

My most cherished possession is: _____

What I like most about myself: _____

What I like least about myself:

Juvenile Drug Court

Exit Questionnaire

Please answer each question with complete honesty. This questionnaire is intended to assist Juvenile Drug Court in evaluating their program.

1. Name: _____

Were you a volunteer or court-ordered participant? If court-ordered, how do you feel about that?

2. How long have you been in the program? _____

3. Describe your life prior to your entry into the program?

4. Describe your life now that you have completed the program?

5. What did you like most about the Drug Court Program? _____

6. What did you like least about the Drug Court Program?

7. Describe how your sobriety has affected your relationship with others (include your family and close friends).

8. Who do you feel was most helpful in you successfully completing the drug court program? And why?

9. What are your plans for the future? _____

10. Other comments:

Please return in the stamped envelope.

Thank you!

Juvenile Drug Court Accountability Plan

This plan will be reviewed every 30 days by the juvenile, their family and the drug court team. Goals should be: measurable, realistic, and specific.

Participant's Name _____

Chemical Dependency

- Treatment Provider _____
- Goals
 1. _____
 2. _____
 3. _____
 4. _____

Physical and Mental Health

- Medical Provider _____
- Mental Health Professional _____
- Goals
 1. _____
 2. _____
 3. _____
 4. _____

Education

- School _____
- Goals
 1. _____
 2. _____
 3. _____
 4. _____

Family

- Composition _____
- Goals
 1. _____
 2. _____

- 3. _____
- 4. _____

Community Involvement/Appropriate Recreation

· Goals

- 1. _____
- 2. _____
- 3. _____

Social Support

- Identified support system _____

· Goals

- 1. _____
- 2. _____
- 3. _____
- 4. _____

Family Strengths

Individual Strengths

JDC Participant

Date

JDC Representative

Date

East Central Judicial District Forms

Court Officer: _____

Court Date: _____

JUVENILE DRUG COURT

Screening Form

PERSONAL INFORMATION

Juvenile's Name: _____ M: _____ F: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

DOB: _____ Age: _____ Ethnicity: _____

Employment: _____ Work Phone: _____

Parent/Guardian Name: _____ Work Phone: _____

Address: _____ Work Phone: _____

Parent/Guardian Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Delinquent and Unruly HISTORY: Please attach a copy of juvenile's history

New (arresting) Offense (s):

Were drug(s) and/or alcohol involved? Yes ____ No ____

Description:

CHEMICAL DEPENDENCY EVALUATION

Date juvenile received chemical dependency evaluation?

Treatment Provider: _____ Counselor: _____

Diagnosis:

Treatment Recommendations:

MENTAL HEALTH SCREENING

Has juvenile been evaluated for mental health concerns? Yes _____ No _____

Where and When? _____

Diagnosis:

Has juvenile been recommended to take medication for these concerns? Yes _____ No _____

What medication(s)?

Who was the physician?

Has the juvenile been hospitalized for mental health concerns? Yes _____ No _____

FAMILY INVOLVEMENT

Does the juvenile reside in a home where one or more family members abuse mood altering substances? Yes _____ No _____

Has this concern been addressed in treatment services? _____

Do family members residing in the home have mental health concerns that may interfere with their ability to understand and comply with drug court requirements?

Juvenile Drug Court Program eligible? Yes _____ No _____

Comments:

Court Officer Signature

Date

My Week

Name: _____

Date: _____

*** These cannot be one word answers!**

What projects or tests did I have in school this week?

Where did you do your community service and what did you do?

What did you do with your family this week?

What was the best thing about treatment this week?

What was the outcome of this week's drug screen?

What were you doing when the tracker came? How was the visit?

What was the discussion when you met with your probation officer this week?

If you have a job what was the best thing that happened at work this week?

One good thing you did this week?

Have you used drugs or alcohol since your last court appearance?

IN JUVENILE COURT, COUNTY OF CASS, STATE OF NORTH DAKOTA

I solemnly swear or affirm that I will not disclose, either by words or deeds, any information which I learn in the course of drug court case presentations and that I keep confidential all drug court proceedings held in my presence.

DATE: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I agree to the above signed observing Juvenile Drug Court proceedings and I will keep confidential all JDC information I learn in the course of presentations and all proceedings held in my presence.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This information has been disclosed to you from records protected by Federal confidentiality rules (re CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization of the release of medical or other information is NOT sufficient for this purpose. The Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

**JUVENILE DRUG COURT
PROGRESS REPORT**

TO: _____, Juvenile Drug Court Judge

Participant's Name: _____ DOB: _____

Parent's Name: _____

Reporting Period: _____ Start Date: _____

Treatment:

Community Service:

Work Site: _____

Hours ordered due to violations: _____

Hours ordered done since last court appearance: _____

Hours completed since last court appearance: _____

Hours remaining to complete community service: _____

School Status:

School attending: _____ Summer school: _____

Employment Status:

Job site: _____ Part-time _____ Full-time: _____

Tracker Assigned:

Drug Tests _____ (date) _____ (results) _____

_____ (date) _____ (results) _____

_____ (date) _____ (results) _____

Court Officer: _____

Curfew: _____

Requirements from last court appearance: _____

Recommendations for the next court appearance:

Completed by: _____ Date completed: _____

IN DISTRICT COURT, JUVENILE, COUNTY OF _____ OF NORTH DAKOTA IN

THE INTEREST OF _____

File No. _____

vs.

_____. Respondents

Date: _____

Present in Court: _____

ORDERED CONDITIONS FOR NEXT COURT APPEARANCE:

SCHOOL: _____

JOB: _____

COMMUNITY SERVICE: _____

TREATMENT: _____

DRUG SCREENS: _____

FAMILY: _____

Court officer CONTACTS: _____

OTHER: _____

Appointment(s) this week:

_____ (date) _____ (time) _____

_____ (date) _____ (time) _____

_____ (date) _____ (time) _____

_____ (date) _____ (time) _____

I WILL COMPLY WITH THE COURT ORDERED REQUIREMENTS:

Name

NEXT COURT DATE: _____ TIME: _____

DRUG COURT SURVEY

Name: _____

Please circle the answer that most correctly answers the following questions

1. AGE

- A. 13 years old
- B. 14 years old
- C. 15 years old
- D. 16 years old
- E. 17 years old
- F. 18 years old

2. GENDER

- A. Male
- B. Female

3. RACIAL/ETHNIC BACKGROUND

- A. African American
- B. Asian/Pacific Islander
- C. Caucasian
- D. Hispanic
- E. Native America

4. LIVING ARRANGEMENTS

- A. Living with both parents
- B. Living with one parent:
 - 1. Biological mother
 - 2. Biological father
 - 3. Step-parent
- C. Living with grandparent
- D. Living with other family member
- E. Living in foster care
- F. Other _____

5. PARENTAL STATUS

- A. I have no children
- B. I have on child
- C. I have more than one child

6. SCHOOL STATUS
- A. Enrolled in school
 - B. Not currently in school
 - C. Working on a GED

7. LAST GRADE COMPLETED
- A. Grade 6 or under
 - B. Grade 7
 - C. Grade 8
 - D. Grade 9
 - E. Grade 10
 - F. Grade 11
 - G. Grade 12
 - H. GED Certification

8. EMPLOYMENT STATUS
- A. Employed full-time
 - B. Employed part-time
 - C. Not currently employed

9. WHERE DO YOU ATTEND SCHOOL?

10. WHAT IS YOUR DATE OF BIRTH?

11. PARENT'S INFORMATION

Mother:

Name: _____

Address: _____

Phone Number: _____

Father:

Name: _____

Address: _____

Phone Number: _____

**JUVENILE DRUG COURT
STATE OF NORTH DAKOTA**

PARENT'S APPLICATION FOR CHILD'S PATH ADVANCEMENT

Child's Name: _____ Date

1. Is your child ready to advance to the next Path? Why or why not?

2. What lifestyle changes has your child made since participating in Drug Court?

3. With respect to each area listed, what improvements do you feel need to be made by your child:
 - A. Home

 - B. School

 - C. Work

 - D. Friends

 - E. Family

F. Treatment

4. List at least two accomplishments your child has made since entering Drug Court:

A.

B.

5. Do you have any suggestions for the Drug Court Team that might help your child? (i.e. sanctions, rewards, limits)

Signature of Parent

Signature of Parent

Weekly Progress Check

Name: _____ Week of: _____

Class	Current Grade	Incomplete Assignments and Attendance	Comments and teacher signature

Court Ordered Community Service

Name:

Place of Community Service:

Hours Required:

Date Required by:

Signature of Supervisor:

*Bring this to court

Northeast Judicial District Forms

Northeast Judicial District
Juvenile Drug Court
Mission Statement

“To reduce juvenile crime and substance abuse by referring youth to a court-managed program which hold them accountable and emphasizes personal responsibility.”

On _____ (date), I _____,
acknowledge that I have received a copy of the Drug Court Participant’s Handbook. I agree to comply with the provisions of the Handbook and I understand that any violation of those provisions will be subject to sanctions by the Drug Court. I further understand that the provisions of the Handbook may be changed from time to time. I understand that I must comply with any changes in the provisions commencing immediately after my appearance in Drug Court at which I am informed of any changes.

On _____ (date), I _____

Parent/guardian signature(s)

I acknowledge receiving a copy of the Drug Court Participant’s Handbook may be changed from time to time and I will be notified of all changes.

(Handbook to be given to participant and a copy of the cover page will be kept in the file.)

Weekly Progress Report

Name: _____ **Started:** _____ **Today's Date:** _____

Path: _____ **Completed Week #:** _____ **Curfew:** _____

Activity	To Earn	Earned	Comments
Drug Testing - all clean tests	10		
Curfew/EMS Checks - met all expectations	10		
Treatment Programs	15		
School Perfect Attendance - no absences - no tardies	15		
Probation Meeting	5		
Community Service Goal Met/ Community Team Project Attended	5		
Parent in Court	15		
Proper Court Appearance - attire – attitude – on time	5		
Home - abiding by parents' expectations	10		
Paperwork: - self assessment - passport - report (if required)	5		
Other Programs - attended as required	5		
Total This Week	100		

Special Request:

Total points to date: _____ + _____ = _____

**Northeast Judicial Juvenile Court of Ramsey County, North Dakota
Participant Weekly Juvenile Drug Court Requirements**

Name: _____ Path Level: _____ Date: _____

Parents/Guardian _____

Curfew Weekdays: _____ Curfew Weekends: _____

Comments:

- ORDERED CONDITIONS for next JDC Court/Hearing -

School/Passport: _____

Treatment: Must attend treatment program(s)

Treatment Dates/Times: _____

Community Service: _____

Family: _____

Juvenile Court Officer: _____

Employment: _____

Other: _____

Next JDC Hearing Appearance: _____

I will comply with the Court ordered requirements: _____

Participant Signature

Judge's Signature, Northeast Judicial District

Northeast Judicial Juvenile Drug Court

Participant Rules for Electronic Monitoring

Electronic Monitoring:

1. You must keep equipment operational. The equipment must remain plugged into the electrical outlet and connected to the phone line arranged by the Court Officer and/or equipment facilitator.
2. The ankle bracelet must be worn at all times. Tampering of the ankle bracelet is NOT allowed.
3. The cost to repair or replace any damaged or lost equipment will be the responsibility of the client and their family.

➤ **Under Home Detention:**

Unless the Juvenile Drug Court Judge orders otherwise, you are to be at home except to attend the following: school, treatment, probation appointments, and Drug Court Hearings.

➤ **While not under Home Detention:**

Unless the Juvenile Drug Court Judge orders otherwise, you are to be at home by your given curfew except to attend the following: treatment, work, or community team projects.

By signing this document you state that you understand the rules of Electronic Monitoring. Willful disobedience of these rules may result in a violation which could result in a Pick-UP-And Hold Order being issued.

Participant Signature Date

Parent/Guardian Signature Date

Court Officer Signature Date

Northeast Central Judicial District Forms

JUVENILE DRUG COURT
NORTHEAST CENTRAL JUDICIAL DISTRICT
GRAND FORKS COUNTY, NORTH DAKOTA
SPECIAL CONSENT FOR DISCLOSURE OF CONFIDENTIAL
SUBSTANCE ABUSE INFORMATION

I fully understand that all subject matter discussed in this court proceeding are to remain confidential. Breach of confidentiality may result in penalty by law.

Printed Name	Relation to Graduate Signed Name	Date
--------------	----------------------------------	------

Printed Name	Relation to Graduate Signed Name	Date
--------------	----------------------------------	------

Printed Name	Relation to Graduate Signed Name	Date
--------------	----------------------------------	------

Printed Name	Relation to Graduate Signed Name	Date
--------------	----------------------------------	------

I agree to the above named visitors to be present during today's Drug Court proceeding. I understand that this is voluntary and do not have to sign this document.

Printed Name	Relation to Graduate Signed Name	Date
--------------	----------------------------------	------

Printed Name	Relation to Graduate Signed Name	Date
--------------	----------------------------------	------

Printed Name	Relation to Graduate Signed Name	Date
--------------	----------------------------------	------

Printed Name	Relation to Graduate Signed Name	Date
--------------	----------------------------------	------

This information has been disclosed to you from records protected by federal confidentiality rules (42 CFR Part 2). The Federal rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is NOT sufficient for this purpose. The federal rules restrict any use of information to criminally investigate or prosecute any alcohol or drug abuse patient.

**JUVENILE DRUG COURT
INTAKE INTERVIEW AND SCREENING FORM**

Juvenile Drug Court Program Eligible: _____ Yes _____ No

Juvenile's Name: _____ Male: _____ Female: _____

Address: _____

Date of Birth: _____ Age: _____ Ethnicity: _____

School: _____ Grade Completed: _____

Parent/Guardian: _____ Work Phone: _____

School Behavior: (disciplinary action, absenteeism/tardiness, suspensions, reasons for attending alternative school):

Arresting Offense: _____ Drugs/Alcohol involved: _____

Prior Juvenile Court Contacts: _____

Juvenile's Description of relationships (family and friends):

Date of Chemical Dependency Evaluation: _____

Court Officer Signature

Date

Participant Progress Report

Name: _____

Today's Date: _____ Path: _____

Last Court Date: _____

Treatment Requirements:

Attend treatment program, program involved in: _____

Attend _____ AA/NA Meetings per week _____

Tracker:

Tracker Assigned: _____ telephone: _____

Curfew weekends: _____ week nights: _____

Curfew violations: _____

Positive drug/alcohol tests: _____

Community Service:

Balance from previous week: _____ Hours added this week: _____

Hours completed this week: _____ New Balance: _____

School Status:

School Attending: _____

Absence: _____ Tardy: _____

Detention Hours: _____

Requirements For Next Drug Court Appearance:

Next Drug Court Appearance: _____

I will comply with the Court ordered requirements: _____

Participants Signature

I have reviewed the above matter with my child: _____

Parents Signature

WEEKLY PASSPORT

NAME: _____ DATE: _____

Teachers: Please complete this form and initial to better assist the student. Be specific.

Subject	Assignments/Attendance	Teacher Initials
---------	------------------------	---------------------

	<p>Completed _____</p> <p>Absences/Tardies _____</p> <p>Comment _____ _____</p>	
	<p>Completed _____</p> <p>Absences/Tardies _____</p> <p>Comment _____ _____</p>	
	<p>Completed _____</p> <p>Absences/Tardies _____</p> <p>Comment _____ _____</p>	
	<p>Completed _____</p> <p>Absences/Tardies _____</p> <p>Comment _____ _____</p>	

	<p>Completed _____</p> <p>Absences/Tardies _____</p> <p>Comment _____ _____</p>	
	<p>Completed _____</p> <p>Absences/Tardies _____</p> <p>Comment _____ _____</p>	
	<p>Completed _____</p> <p>Absences/Tardies _____</p> <p>Comment _____ _____</p>	

Community High School Report

Progress Report for _____

Course Name _____

From Thursday, _____ to Wednesday, _____

Total time in for the week _____

Total time out for the week _____

Progress in work/Approximate grade

Attitude/Behavior

Any other important information for the drug court team

Teacher Signature

Community High School

500 Stanford Rd.

Grand Forks, ND 58203

795-2777

**JUVENILE DRUG COURT
STATE OF NORTH DAKOTA**

PARENT'S APPLICATION FOR CHILD'S PATH ADVANCEMENT
PATH II AND PATH III

Child's Name: _____ Date _____

1. Is your child ready to advance to the next Path? Why or why not?

2. What lifestyle changes has your child made since participating in Drug Court?

3. With respect to each area listed, what improvements do you feel need to be made by your child:
 - A. Home

 - B. School

 - C. Work

 - D. Friends

 - E. Family

 - F. Treatment

4. List at least two accomplishments your child has made since entering Drug Court:
 - A.

 - B.

5. Do you have any suggestions for the Drug Court Team that might help your child? (i.e. sanctions, rewards, limits)

Signature of Parent

Signature of Parent

**JUVENILE DRUG COURT
NORTHEAST CENTRAL JUDICIAL DISTRICT
GRAND FORKS COUNTY, NORTH DAKOTA**

PARTICIPANT'S APPLICATION FOR PATH II OR III APPLICATION

ATTENTION APPLICANT: Please answer all questions as completely as possible. Mere "yes" or "No" or "I don't know" answers are not acceptable. Explain your answer, so the Juvenile Drug Court team can make an informed decision on whether or not to grant your request to move to the next path. Use extra sheets of paper if necessary.

1. What was the charge that led to you being court ordered into the Juvenile Drug Court Program?

2. Why did you commit the offense in #1?

3. With regard to #1, given what you've learned so far in juvenile drug court, what would your decision be if you had to do it all over again? Be specific.

4. With regard to answers in #3, why?

5. What have you accomplished in that justifies your advancement to the next Path?

6. How long have you been alcohol and drug free?

Signature

Date

**JUVENILE DRUG COURT
NORTHEAST CENTRAL JUDICIAL DISTRICT
GRAND FORKS COUNTY, NORTH DAKOTA**

PARTICIPANT'S APPLICATION FOR ADVANCEMENT TO PATH IV

RECOVERY PLAN

What were some of the reasons you used chemicals?

- 1.
- 2.
- 3.
- 4.
- 5.

How do you intend to deal with those reasons without using chemicals?

- 1.
- 2.
- 3.
- 4.
- 5.

How have your attitude/behaviors changed since you entered treatment?

- 1.
- 2.
- 3.
- 4.
- 5.

Here are the reasons why I wish to stay sober:

- 1.
- 2.
- 3.
- 4.
- 5.

These are the friends that I will probably use chemicals with. (first name and last initial).

- 1.
- 2.
- 3.
- 4.
- 5.

How many friends do you have that know and support your sobriety? (First name and last initial)

- 1.
- 2.
- 3.
- 4.
- 5.

The five things I'm going to do to remain chemically free are:

- 1.
- 2.
- 3.
- 4.
- 5.

The five ways my family can help me to remain chemically free are:

- 1.
- 2.
- 3.
- 4.
- 5.

Juvenile Drug Court Parent Exit Questionnaire

Please answer each question with complete honesty. This questionnaire is intended to assist the Juvenile Drug court in evaluating their program.

1. Name: _____

2. Child's Name: _____

3. How long was your child in the drug court program? _____

4. Describe your child's life prior to your entry into the program: _____

5. Describe your child's life now that he/she has completed the program:

6. What did you like most about the program? _____

7. What did you like least about the program? _____

Other comments: _____

THANK YOU!

**JUVENILE DRUG COURT
NORTHEAST CENTRAL JUDICIAL DISTRICT
GRAND FORKS COUNTY, NORTH DAKOTA**

Participant Rules for Electronic Home Monitoring and Home Detention

Electronic Home Monitoring

1. You cannot have friends over
2. You must stay in your house unless specific permission has been given by the Juvenile Drug Court Judge or your probation officer. Unless Juvenile Drug Court Judge orders otherwise you are to attend school, treatment, probation appointments and Drug Court hearings.
3. You must keep equipment operational. The equipment must remain plugged into the electrical outlet designated by tracking team member. The equipment must also stay connected to the phone line designated by the tracking team member. Phone lines should be kept clear from internet interference.
4. The ankle bracelet must be worn at all times. Tampering with the ankle bracelet is not allowed.

Home Detention

5. You cannot have friends over
6. You must stay in your house unless specific permission has been given by the Juvenile Drug Court Judge or your probation officer. Unless the Juvenile Drug Court Judge orders otherwise you are to attend school, treatment, probation appointments and Drug Court hearings.

By signing this document you state that you fully understand the rules of Electronic Home Monitoring and Home Detention. Willful disobedience of these rules may result in a Pick-Up-And-Hold Order being issued.

Participants Signature

Date

Parent/Guardian Signature

Date

South Central Judicial District Forms



AA/NA Review Form

Please respect the confidentiality and anonymity of those attending the AA/NA meeting. Do not take this form to the meeting.

1. Type of meeting Location: _____
AA _____ NA _____ Date: _____ Time: _____

2. What was the Topic/Step? _____

3. In what ways could you relate to others at the meeting? _____

4. What thoughts and feelings did you have as a result of this meeting? _____

5. What did you gain from the meeting? _____

**Do you have a sponsor? _____ First Name _____

Phone #: _____

Signature

Drug Court Keywords to Success Project

CHARACTER - It's what you do when no one is watching.

I. Introduction:

I am a big believer in the power of words. Single words can speak more than any lengthy speech or lecture. I want you to picture yourself doing these words: having passion, striving for excellence, working toward recovery. These words will help you focus on your goals. Ask yourself, how do our brains assign meaning to a particular word? Many of us would respond by reciting a dictionary definition, what the word signifies, its pronunciation, and what it means to us today. The dictionary is a great thing to study if you want to learn how to use words in sentences, paragraphs, and speeches. Remember, however, that you are only borrowing these words. This project is not about merely borrowing or using words, it is about *owning* them.

To incorporate these words into your own life, merely memorizing a definition is not enough. Anyone, through enough practice and repetition, can recite the definitions to countless words. But for those words to become instinct, part of the person you are, requires understanding. Your assignment is to take the word, give a brief definition and offer a story from your own life to accompany the word. The story should be about how that word played a key role in your life. As you look into the past and pay attention to your present, your image of the word will become a story from your own life experiences. In short, what does the word mean to you, not just its definition, but what does the word really mean to you. Use a story from your life to demonstrate its meaning.

II. Assignment (typed, single spaced, one-inch margins):

One line dictionary definition of the word at the top of the page and a one page report about the word and what it means to you. If you have one, use a story from your life to demonstrate the meaning of the word to you. **Must turn in by Wednesday of next court week or face a sanction.**

The goal is that when you talk about these important words, that they become yours. That those words belong to you, that you practice and live them. I hope that you will find these words as powerful as I do, that you will believe in them, and, most of all, that you believe in yourselves and your extraordinary abilities and opportunities.

III. Benefit:

A better understanding of the word, life, and yourself. Credit for minimum of 2 hours of community service and/or other incentive given at discretion of the judge.

*"Write your own story, don't let others or substances write it for you!"
"If you are tired of the same old story, turn some pages!" REO Speedwagon*

**JUVENILE DRUG COURT
SOUTH CENTRAL JUDICIAL DISTRICT
Referral Form**

Court officer: _____ Court Date: _____

PERSONAL INFORMATION

Juvenile's Name: _____ M: _____ F: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

DOB: _____ Age: _____ Ethnicity: _____

Employment: _____ Work Phone: _____

Parent/Guardian Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

Parent/Guardian Name: _____ Home Phone: _____

Address: _____ Work Phone: _____

CRIMINAL HISTORY – Please attach a copy of their Juvenile History

New (arresting) Offense(s): _____

Were Drug(s) and/or Alcohol involved? Y N Description: _____

CHEMICAL DEPENDENCY EVALUATION

Date juvenile received chemical dependency evaluation? _____

Treatment Provider: _____ Counselor: _____

Diagnosis: _____

Treatment Recommendations: _____

JUVENILE DRUG COURT
SOUTH CENTRAL JUDICIAL DISTRICT

Participant's Application for Path II

ATTENTION APPLICANT: Please answer all questions as completely as possible. Mere "yes" or "no" or "I don't know" answers are not acceptable. Explain your answer, so the Juvenile Drug Court Team can make an informed decision on whether or not to grant your request to move to the next Path. Use extra sheets of paper if necessary.

NAME: _____ **DATE:** _____

1. What were some of the reasons you used chemicals?

2. What was the charge that led to you being court ordered in the Juvenile Drug Court Program?

3. Why did you commit the offense(s) in Question 2?

4. With what you have learned in Drug Court so far, what would you have done differently regarding Question 3?

5. What have you accomplished that justifies your advancement to the next Path?

6. How long have you been alcohol and drug free? _____

7. How long have you been in Drug Court? _____

8. List 3 goals that you and your parents agree on that are attainable before reaching your next Path. (The Drug Court Team will choose one of these goals in which you and your parents will be required to achieve before path advancement.)

1)

2)

3)

Signature: _____

Date: _____

**JUVENILE DRUG COURT
SOUTH CENTRAL JUDICIAL DISTRICT**

Participant's Application for Path III

ATTENTION APPLICANT: Please answer all questions as completely as possible. Mere "yes" or "no" or "I don't know" answers are not acceptable. Explain your answer, so the Juvenile Drug Court Team can make an informed decision on whether or not to grant your request to move to the next Path. Use extra sheets of paper if necessary.

NAME: _____

DATE: _____

1. What were some of the reasons you used chemicals?

2. What was the charge that led to you being court ordered in the Juvenile Drug Court Program?

3. Why did you commit the offense(s) in Question 2?

4. With what you have learned in Drug Court so far, what would you have done differently regarding Question 3?

5. What have you accomplished that justifies your advancement to the next Path?

6. How long have you been alcohol and drug free? _____

7. How long have you been in Drug Court? _____

8. List 3 goals that you and your parents agree on that are attainable before reaching your next Path. (The Drug Court Team will choose one of these goals in which you and your parents will be required to achieve before path advancement.)

1)

2)

3)

Signature: _____

Date: _____

JUVENILE DRUG COURT

Participant's Application for Advancement to Path IV

RECOVERY PLAN

NAME: _____

What were some of the reasons you used chemicals?

- 1.
- 2.
- 3.
- 4.
- 5.

How do you intend to deal with those reasons without using chemicals?

- 1.
- 2.
- 3.
- 4.
- 5.

How have your attitude/behaviors changed since you entered treatment?

- 1.
- 2.
- 3.
- 4.
- 5.

Here are the reasons why I wish to stay sober:

- 1.
- 2.
- 3.
- 4.
- 5.

These are the friends that I will probably use chemicals with. (first name and last initial).

- 1.
- 2.
- 3.
- 4.
- 5.

How many friends do you have that know and support your sobriety?
(first name and last initial)

The five things I'm going to do to remain chemically free are:

The five ways my family can help me to remain chemically free are:

List three goals that you and your parents agree on that are attainable before reaching your Graduation date. (The Drug Court Team will choose one of these goals in which you and your parents will be required to achieve before Graduation.)

1)

2)

3)

Signature Date

**Juvenile Drug Court
Participant's Application for Graduation**

NAME: _____

What are some of the reasons you used chemicals?

1. _____
2. _____
3. _____
4. _____
5. _____

How do you intend to deal with those reasons without using chemicals?

1. _____
2. _____
3. _____
4. _____
5. _____

How have your attitude/behaviors changed since you entered treatment?

1. _____
2. _____
3. _____
4. _____
5. _____

Here are the reasons why I wish to stay sober?

1. _____
2. _____
3. _____
4. _____

5. _____

These are the friends that I will probably use chemicals with. (First name and last initial).

1. _____

2. _____

3. _____

4. _____

5. _____

How many friends do you have that know and support your sobriety? (First name and last initial).

1. _____

2. _____

3. _____

4. _____

5. _____

The five things I'm going to do to remain chemically free are:

1. _____

2. _____

3. _____

4. _____

5. _____

The five ways my family can help me to remain chemically free are:

1. _____

2. _____

3. _____

4. _____

5. _____

**JUVENILE DRUG COURT
STATE OF NORTH DAKOTA**

Parent's Application for Child's Graduation

Child's Name: _____ Date: _____

1. Is your child ready to graduate from the Juvenile Drug Court Program? Why or why not?

2. What lifestyle changes has your child made since participating in Drug Court?

3. With respect to each area listed, what improvements do you feel need to be made by your child:

A. Home

B. School

C. Work

D. Friends

E. Family

F. Treatment

4. List at least two accomplishments your child has made since entering Drug Court:

A. _____

B. _____

5. Do you have any suggestions for the Drug Court Team that may have benefitted your child?

6. How can you help your child maintain their sobriety and live a crime free and successful life?

South Central Judicial District

**Juvenile Drug Court
Weekly Requirements**

Name:

Date:

Path:

Curfew:

Community Service:

Hours left for this Path:

Treatment:

As Scheduled Other: _____

School:

Closed Campus: Yes No School Group: Yes No

Probation:

Excused from meeting: Yes No

Next Appointment: Tom will find you

Additional Appointments: _____

Requests:

Approved: Yes No

Additional Comments: _____

Requests: Skip court next week

Approved: Yes No

Additional Comments: _____

Requests:

Approved: Yes No

Additional Comments: _____

Sanctions: _____

Top Hat: Yes No

Excused from court: Yes No

Next Court Date:

Life Skills: Today Next Week

Additional Comments:

Participant Signature

Juvenile Drug Court Judge Signature

Northwest Judicial District Forms

Participant Rules for Electronic Home Monitoring (EMS) and House Arrest

Electronic Home Monitoring:

1. You are not allowed to have friends over.
2. You must stay in your house unless specific permission has been given by the Juvenile Drug Court Judge or your probation officer. Unless the Juvenile Drug Court Judge orders otherwise, you are to attend school, treatment, probation appointments and drug court hearings.
3. You must keep equipment operational. The equipment must remain plugged into the electrical outlet designated by the tracking team member. The equipment must also stay connected to the phone line designated by the tracking team member. Phone lines should be kept clear from Internet interference.
4. The ankle bracelet must be worn at all times.
5. Tampering or damage to the equipment may result in legal charges as well as being held financially responsible for lost or damaged equipment.

House Arrest:

1. You are not allowed to have friends over
2. You must stay in your house unless specific permission has been given by the Juvenile Drug Court Judge or your probation officer. Unless Juvenile Drug Court Judge orders otherwise, you are to attend school, treatment, probation appointments and drug court hearings.

By signing this document you state that you fully understand the rules of Electronic Home Monitoring and House Arrest. Willful disobedience of these rules may result in a Pick- Up and Hold Order being issued.

Participant Signature: _____

Parent/Guardian Signature: _____

Date: _____

Juvenile Drug Court Communication Policy

Participants involved with Juvenile Drug Court are required to send 2-3 emails/texts/phone calls per week to the assigned probation officer. Voice mail messages will not be accepted unless you have prior approval from the court. One of the required messages must be sent during the weekend.

The email must contain information describing your day, any issues/requests you want brought up in Juvenile Drug Court or anything you want to discuss with the court officer. The emails/texts must be at a minimum of three sentences. The purpose of the communication is to make the court aware of what is going on in your life.

Those not sending at least two emails/texts or phone calls per week to the designated court officer will be sanctioned.

By signing and dating below, indicates you understand the above policy and will abide by the policy. Your signature below indicates you understand the policy. If the policy is not followed you will be sanctioned.

Name of drug court participant

Signature of drug court participant

Date

**IN NORTHWEST JUDICIAL DISTRICT, WARD COUNTY, MINOT NORTH DAKOTA
IN THE INTEREST OF _____ A MINOR CHILD**

MOTION FOR DISMISSAL OF ACTION

Case No. _____ - R - _____

I, _____, the above-named minor child appeared before this court on the charge(s) of: _____. As a condition of probation I was ordered to complete Juvenile Drug Court. I now truthfully state I have fulfilled all conditions of probation and have satisfactorily completed the Juvenile Drug Court Program. Therefore, I ask the Court to dismiss the charge in this matter and enter an order sealing my juvenile records with respect to the above stated charges.

Child

We, the undersigned members of the Juvenile Drug Court team have reviewed the above request and join with _____ in his request for a dismissal of the above-stated charges.

Juvenile Drug Court Judge

Defense Counsel

Prosecuting Attorney

Order For Dismissal

Having reviewed this application and the file(s) containing the above-stated offense, this Court finds _____ has complied with the conditions of probation as ordered and has successfully completed Juvenile Drug Court. Therefore, **IT IS HEREBY ORDERED the Petition containing said charges is hereby dismissed and the Clerk of District Court is directed to seal any juvenile records with respect to said charges.**

Dated this ____ day of _____, _____.

By the Court:

Referee Portscheller

Weekly Progress Report

(Presented by participant)

Name: _____ Date: _____

Please list each class in school and what your current grade is in that class:

How many tardies have you had this week? _____ Unexcused Absences: _____

Excused Absences: _____ What were the reasons for the above absences or tardies?

Did you have favorable treatment sessions or non-favorable treatment sessions this week? Why?

What was one positive activity that you did with your family this week?

What was one activity you did with your friends this week?

Last time I used was? (Specific Date): _____

Name one good deed or choice that you made this week:



Requests:

Incentive Program Requests:

Participant Weekly Requirements

Date: _____

Name: _____ Week: _____ of Path: _____

Parents: _____

Probation Officer: _____ Date of Last Path Change: _____

Treatment Requirements:

Treatment Provider: _____

Meeting Times: _____

Curfew:

Sunday-Thursday: _____ Fri. & Sat: _____

Community Service:

Balance from previous week: _____ hrs

Hours completed this week: _____ hrs Balance: _____ hrs

Hours added this week: _____ hrs

Reason:

Points cashed in to eliminate c/s hours: 200 points/hour:

New Balance: _____ hrs

Requirements for next court appearance:

- Clean drug and alcohol tests
- Attend School (if applicable) and treatment. Be on time.
- Send your probation officer 2-3 emails/texts/phone calls per week.

Other Requirements:

Next Drug Court Appearance: _____

I will comply with the Court ordered requirements: _____

Participant Signature

I have reviewed the above-matter with my child:

Parent's Signature

**STATE OF NORTH DAKOTA
COUNTY OF WARD**

**IN JUVENILE COURT
NORTHWEST JUDICIAL DISTRICT**

IN THE INTEREST OF _____, MINOR CHILD.

TERMINATION OF ORDER

CASE. # _____

After consideration of all relevant facts, the undersigned finds that the minor child has consistently failed to follow the directives, rules, and policies of Juvenile Drug Court to the extent that successful completion of the Juvenile Drug Court Program is not possible and continued participation in the program is detrimental to the remaining participants and therefore,

IT IS HEREBY ORDERED:

_____ be and hereby is terminated from the Minot Juvenile Drug Court Program.

Dated this _____ day of _____, 2011

BY THE COURT:

Judge of Juvenile Drug Court

IN THE JUVENILE DRUG COURT OF WARD COUNTY

IN THE INTEREST OF _____, A CHILD.

State of North Dakota,)
)
 Petitioner)
)
)
)
 _____, **Child**)
 _____, **Mother**)
 _____, **Father**)
 Respondents.)

ORDER TO DETAIN
FILE NO. _____-R-_____

WHEREAS; on the _____ day of _____, 20____, _____ was adjudicated delinquent and placed into the Juvenile Drug Court Program; and

WHEREAS; _____ has been noncompliant with certain directives of Juvenile Drug Court; and

WHEREAS; NDCC 27-2014(2) authorizes the use of juvenile detention as a sanction for noncompliance with the orders of the Juvenile Drug Court; and

NOW THEREFORE IT IS HEREBY ORDERED; that _____ will be placed in the Juvenile Detention Center on the _____ day of _____, 20____, at approximately _____ p.m./a.m. and shall remain there until released on the _____ day of _____, 20____, at _____ p.m./a.m.

BY SPECIAL ORDER OF THE COURT

Dated this _____ day of _____, 20 ____

Judge of District Court and Juvenile Drug Court