

## HEARING INFORMATION PROTOCOL PROCEDURES

### County Counsel

- Email the assigned Social Worker & *Minute Order Inbox* ([minuteorders@ehsd.cccounty.us](mailto:minuteorders@ehsd.cccounty.us)) the following info from any hearing that the Court Officer is not present:
  - Date of next hearing
  - Dept & J#
  - Next court date & the Court's findings/directives
- Review all missing hearing information requests sent weekly by CFS and return *Missing Hearing Information Request* form with responses within agreed timeframe based on priority

### Court Representative

- Notify County Counsel when not going to be present for any calendared hearings
- Forward any minute orders to SW or unit clerk Cc the Minute Order Inbox
- Provide by the end of week to Court Officer Clerk/Assigned Unit Clerk;
  - Completed **CR1B** forms from each hearing from the week
  - All minute order's retrieved from assigned courtroom's from the week

### Court Officer Clerk/Assigned Unit Clerk

- Sort all orders by district/unit & CR1B's from week's hearings provided by Court Officer
- Scan CR1B's/orders from two other districts and upload to OCR 'Court Orders' folder
- Check OCR 'Court Orders' folder for any CR1B's/court orders coming from other districts
- Identify all hearings from daily calendar for week where there is no order AND/OR CR1B
- Query available resources to gather information needed by type of hearing and priority
  - CR1B's for next court date, results- check in with SW who may have CR1B if they attended the hearing AND/OR Court Officer who may have it.
  - EHSD Minute Orders email inbox for next court date, results (inbox should be in your Outlook, if not, please contact Court Analyst Todd Lenz)
- Any information or orders still needed determine level of priority and complete *Missing Hearing Information Request* form and send to County Counsel-Steve Rettig via email
- Upon receipt of response from County Counsel enter all results into CWS; Co. Counsel may send back a Superior Court Access System hearing printout. It can be used to enter results into CWS, but does not replace the official minute order from Court.
- Disseminate all CR1's along with minute orders to workers
- Log any requests to County Counsel in MH1 tracking log form and notify Court Analyst of any outstanding hearing information requests after 30 days

### Social Worker

- Submit **CR1A** form for every hearing
- Check incoming hard mail inbox for any CR1B's for *next court date and court findings*
- Check emails from County Counsel for *next court date and court findings* on hearings
- Provide any CR1B's from Court Officer or emails from Co. Counsel on hearings to clerical
- File CR1B's and court orders in court section of case file
- Work with Court Officer, County Counsel, Court Officer Clerk/Unit Clerk on retrieving any *missing orders, next court date, court findings/directives*