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