

Directions

700 E. Twiggs Street is located between N. Jefferson Street and N. Pierce Street.

Traveling South on I-275:

Exit 44 Downtown East Scott Street to N. Orange Avenue which changes into N. Pierce Street. Continue on N. Pierce Street. 700 E. Twiggs Street is on the left.

Traveling North on I-275:

Exit 44 Downtown East Scott Street. Continue on E. Scott Street and turn right onto N. Tampa Street. Turn left onto E. Zack Street. Turn right onto N. Pierce Street. 700 E. Twiggs Street is on the left.

Traveling West on Selmon Expressway:

Exit 7 Downtown West to W. Kennedy Boulevard. Turn right onto N. Jefferson Street. Turn left onto E. Zack Street. Turn left onto E. Twiggs Street. 700 E. Twiggs Street is on the left.

Traveling East on Selmon Expressway:

Exit 6A Downtown West and merge onto S. Florida Avenue. Turn right onto E. Zack Street. Turn right onto N. Pierce Street. 700 E. Twiggs Street is on your left.



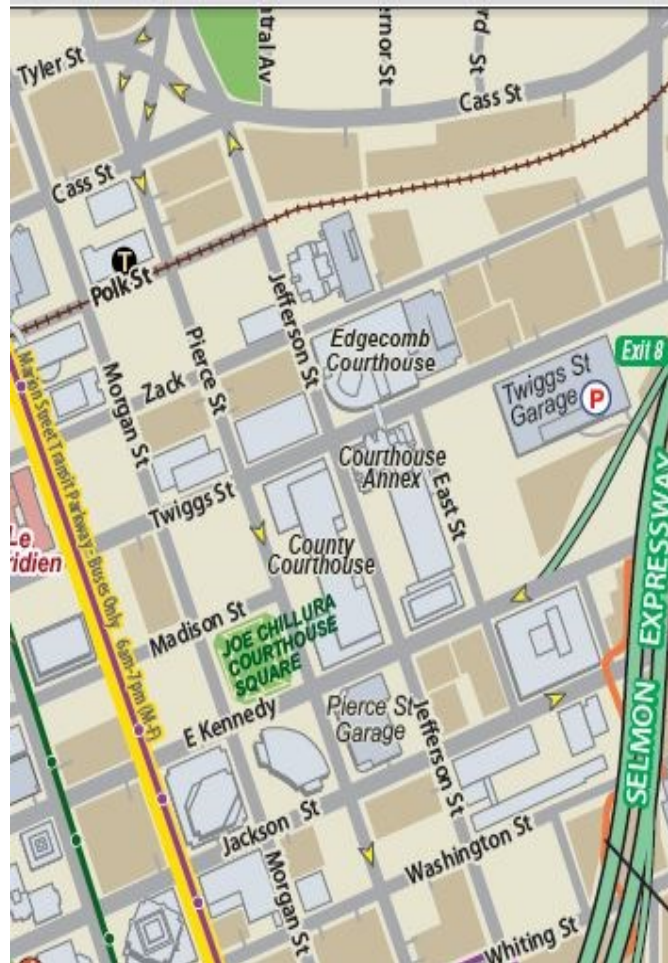
700 E. Twiggs Street, Suite 102

Tampa, Florida 33602

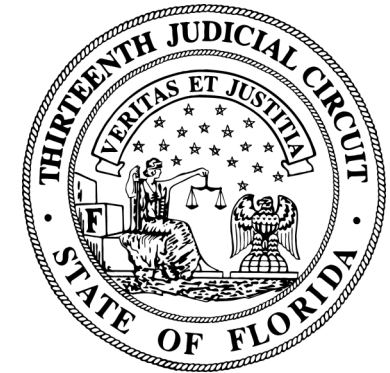
Phone: 813-272-7179

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Supervised Visitation Program



Information for Dependency Cases

**Thirteenth Judicial Circuit
Administrative Office of the Courts**

Funded by the
13th Judicial Circuit
Administrative Office of the Courts

Children's Justice Center Supervised Visitation Program

Intake

- Dependency (DP) case management is responsible for contacting CJC regarding court ordered supervised visitation,.
- CJC will email intake referral to DP case management.
- DP case management is responsible for providing a copy of shelter petition and court order, and completing and returning intake referral form.
- Visit schedule is coordinated between CJC and DP case management.
- Once agreed upon schedule is coordinated, DP case management is responsible for timely communication with all parties regarding schedule and instructions.
- DP case management must provide on intake:
 1. Court case number and FFN number
 2. Judge and division
 3. Child name, date of birth, sex, race, ethnicity, caregiver name, phone number and email
 4. Visiting parent name, date of birth, sex, race, ethnicity, address, phone number, email and attorney if applicable
 5. DP case manager name, agency, address, phone number and email
 6. DP case manager supervisor name, agency, address, phone number and email
 7. Children's Legal Services name, address, phone number and email
 8. Guardian Ad Litem name, address, phone number and email
 9. Caregiver/foster parent name, phone number and email

Supervised Visitation Process

- Visiting party must arrive to CJC fifteen (15) minutes prior to scheduled visit time.
- DP case management arrives with children promptly 5-10 minutes prior to scheduled visit time.
- CJC staff escorts children into the visit room to the visiting party.
- CJC staff monitors supervised visit via closed circuit television and electronically records audio and visual to a dedicated server.
- DP case management must remain on CJC premises during the entire visit.
- CJC staff escorts children back to DP case management at the end of the visit.
- Visiting party must remain in visit room for fifteen (15) minutes after visit ends. CJC staff will notify visiting party when required waiting time ends.

About CJC

Children's Justice Center was created in 1992 and operates within the Thirteenth Judicial Circuit of Hillsborough County, Administrative Office of the Courts. CJC provides a neutral, child-friendly, safe and secure environment and trained personnel to supervise visitations as court ordered between children and family members.

Responsibility

Dependency case management

- DP case management is responsible for timely communication with all parties.
- DP case management is responsible for promptly notifying CJC regarding visitation cancellation, schedule change request, status change in need for services, etc.
- Review and sign CJC Participant Agreement.
- CJC secure garage parking is only for DP case management transporting children.
- DP case management arrives with child promptly 5-10 minutes prior to scheduled visit time and must remain on CJC premises during the entire visit.

Visiting parent

- Review and sign CJC Participant Agreement before the first scheduled visit can occur.
- Arrive to CJC promptly fifteen (15) minutes prior to scheduled visit time. Failure to arrive on time will result in visit cancellation per CJC policy.
- Visiting party must remain in the visit room for fifteen (15) minutes after the visit ends per CJC policy. CJC staff will notify visiting party when required waiting time has concluded.