

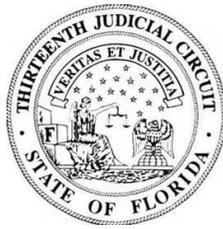
**Thirteenth Judicial Circuit
Administrative Office of the Courts
Problem Solving Courts
Post-Adjudicatory Court Referral Procedure**

PURPOSE:

To provide a written procedure that clearly, accurately, and thoroughly defines the process of referring clients to the Adult Drug Court Post-Adjudication Program.

PROCESS:

- **Step 1:** Once a defendant agrees to participate in the Court Program, the defendant's designated attorney in Division "Y" Court will complete the Adult Drug Court Post-Adjudication Program Application (attached) with the defendant.
- **Step 2:** Defendant's Court attorney will submit the completed application and the defendant's scoresheet **no less than seven days before** the defendant's first Enrollment Docket date to the following email address: AdultPostAdjudicatoryReferral@fljud13.org.
- **Step 3:** The designated Court Specialist will email to the defendant's Court attorney **no less than two days before** the defendant's first Enrollment Docket date available date and time slots for the LS/CMI assessment to be completed.
- **Step 4:** On the defendant's first Enrollment Docket date, the Court judge will order the defendant to attend the LS/CMI assessment appointment. The LS/CMI assessment appointment shall be scheduled to occur **no less than ten days before** the defendant's second Enrollment Docket date. The Court Specialists will provide specific instructions on attending the appointment (either in person or virtually/electronically).
 - If the defendant **is in custody**, the Court Specialist will complete the assessment with the defendant while the defendant is in custody.
 - If the defendant **is not in custody**, the Court Specialist will complete the assessment with the defendant **virtually/electronically** through Cisco Meeting Server or other videoconferencing service **OR in person** at the Mediation Services office located on the 2nd floor of the Edgecomb Courthouse, 800 E. Twiggs St. Tampa, FL 33602.



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- **Step 5:** The Court Specialist will complete the LS/CMI and the LS/CMI Additional Questions Evaluation (attached) **no later than seven days after** the conclusion of the defendant's assessment.
 - **CANCELLATIONS/NO SHOWS** – The defendant is entitled to a **one-time** request to cancel and reschedule the LS/CMI assessment. The request must be made by email to the assigned Court Specialist **no less than two days before** the appointment. Failure to attend the second appointment may result in the denial of the defendant's application to the program.
 - **NOTE:** The Court Team will staff any defendant that may be difficult to place in treatment because of current or previous charges, medical or mental health diagnosis, etc. before the LS/CMI is completed.

- **Step 6:** After the LS/CMI is completed, the Court Specialist will make a treatment referral and provide the defendant an evaluation appointment date and time with a treatment provider. The defendant will attend the treatment evaluation appointment **no less than seven days before** the defendant's second Enrollment Docket date

- **Step 7:** The Court Specialist will provide the defendant's Court attorney copies of the profile report, summary sheet, and clinical treatment referral and provide the Court Assistant State Attorney, the "in-court" Department of Corrections representative, and the Court judge a copy of the summary sheet **no later than three days after** completing the LS/CMI and the LS/CMI Additional Questions Evaluation.