



A Guide to Preparing the Specialized Docket Administrative Order

Purpose of Document

The purpose of this document is to serve as a guide to identifying the issues that shall be addressed in the specialized docket administrative order required under Sup.R. 36.20. Under Sup.R. 36.20 (A)(1), to receive certification as a specialized docket, trial courts are required to adopt an administrative order implementing the “Specialized Dockets Standards” as set forth in Sup.R., Appx. I.

The administrative order is created prior to implementation of the specialized docket and is used during the first year of operations while the program is in the pilot stage. It shall identify the type of specialized docket and state the goals and objectives of the program. To demonstrate compliance with the specialized docket standards, the administrative order shall address the legal and clinical eligibility criteria for placement into the program, including any disqualifying factors. It shall identify the process for entering the specialized docket and address the issue of how and when a case will be transferred in multi-judge courts. The administrative order shall address participant monitoring and incorporate, by reference, the specialized docket’s program description, participant handbook, and participation agreement. Termination from the program also shall be addressed, including case-assignment issues in multi-judge courts.

IN RE:)
)
 ESTABLISHMENT OF PILOT)
 SPECIALIZED DOCKET:)
)
 “ (Name of Specialized Docket)
 Program) ”)

**ENTRY APPROVING CREATION OF PILOT PROGRAM FOR
SPECIALIZED DOCKET FOR (Type of Docket)**

This matter is before this Court upon the consideration of a pilot program to be known as the “_____”. The Court now sets forth the outline for the operation of the program.

Establishment of _____ Docket — This shall state the court’s intent to create a specialized docket according to the requirements set forth in Sup.R 36.20 through 36.29 and identify the type of docket being created. It also shall identify the goals and the start date of the program.

Placement in _____ Docket — This shall provide a general guideline on how an offender is considered for the program (i.e., is an application or motion for consideration required and to whom it is directed). This also shall state the legal and clinical eligibility criteria for the program, including any disqualifying factors.

Case Assignment in Multi-judge Courts — This only is necessary in multi-judge courts and shall identify at what stage a case is transferred to the specialized docket judge, how it will affect case assignment and caseloads for the specialized docket judge, and what happens to cases that are unsuccessfully terminated from the specialized docket program (e.g., does the case stay with the specialized docket judge or is it returned to the judge originally assigned the case?). This paragraph is not necessary in multi-judge courts where cases are not transferred or reassigned.

_____ Docket Case Management — This shall provide a general description of the plan to provide services to participants and incorporate, by reference, the specialized docket’s program description, participant handbook, and participation agreement.

Termination from _____ Docket — This shall identify the termination criteria for the specialized docket and state what generally will occur with the participant’s case if he/she is terminated from the program.

WHEREFORE, IT IS ORDERED that the Court proceed forthwith to establish and operate the pilot specialized docket to be known as the “_____”.

Pilot Specialized Docket Judge

Date