



APPLICATION FOR CERTIFICATION AS A SPECIALIZED DOCKET
Sup.R. 36.21. Specialized Dockets

Please print or type information requested.

Application type (please check one)
[] new docket [] recertification of existing docket (same judge)
[] certification of existing docket (new judge)
name of prior judge: _____ last date presiding over the docket: _____

Name of Specialized Docket:

Jurisdiction of the Specialized Docket (check one)
[] Common Pleas General Division [] Municipal Court
[] Common Pleas Juvenile Division [] County Court
[] Common Pleas Family Court

Type of Specialized Docket
[] Mental Health Court [] OVI Court
[] Drug Court [] Domestic Violence Court
[] Family Dependency Treatment Court [] Sex Offender Court
[] Re-Entry Court [] Child Support Enforcement Court
[] Veterans Treatment Court [] Other _____

Name of Specialized Docket Judge:

Phone Number of Specialized Docket Judge:

E-mail Address of Specialized Docket Judge:

Name of Specialized Docket Primary Staff Contact (include title):

Address of Primary Staff Contact:

Phone Number of Primary Staff Contact:

E-mail Address of Primary Staff Contact:

Instructions for Completing this Application

In order to be certified as a specialized docket pursuant to Sup.R. 36.20 through 36.28 and Appx. I., a specialized docket judge shall submit this application along with the necessary written materials to the Supreme Court of Ohio Specialized Dockets Section, 65 South Front Street, 6th Floor, Columbus, OH 43215.

By completing and submitting this application with the required specialized docket documents, the specialized docket judge certifies that the specialized docket incorporates the standards contained in Sup.R. Appx. I, in its practices, procedures, and operations and that the required written materials are attached. For each specialized docket document, please check the box related to the standards below and include either a page number or a paragraph number as requested for the corresponding standard. Pursuant to the Rules of Superintendence, additional information may be requested upon receipt of the application. A site review by staff from the Supreme Court of Ohio Specialized Dockets Section to observe the treatment team meeting and status review hearing will be conducted pursuant to Sup.R. 36.25.

Specialized Docket staff is available to provide any technical assistance needed to aid in the completion of this application. This may include providing personal assistance and program materials from other Ohio specialized docket programs as well as answering questions. The Specialized Dockets Section can be reached at 614.387.9425.

Ohio Rule of Superintendence 36.20. Specialized Dockets.

Sup.R. 36.20 states that “A court of common pleas, municipal court, or county court or division of the court operating or establishing a particular session of court that offers a therapeutically oriented judicial approach to providing court supervision and appropriate treatment to individuals may receive certification of the session from the Supreme Court.”

Pursuant to Sup.R. 36.20(A) and (B), a specialized docket may receive certification by doing both of the following:

- (A) Complying with and adopting a local rule or issuing an administrative order implementing the “Specialized Docket Standards,” as set forth in Appendix I to this rule;
- (B) Successfully completing the certification application process pursuant to Sup.R. 36.21 through 36.26.

In order for the application for certification to be considered, please attach the following specialized docket documents pursuant to Sup.R. 36.21:

- local rule or administrative order,
- program description,
- participation agreement, and
- participant handbook.

SPECIALIZED DOCKET PROGRAM DESCRIPTION

The attached specialized docket program description contains the following information:

Planning Process

A specialized docket shall utilize a comprehensive and collaborative planning process that results in all of the following:

- 1.) An agreement among relevant parties setting forth the terms of the specialized docket operations. **Sup.R., Appx. I, Std. 1(A).**
Is an agreement referenced in the program description?
 Yes **page number** _____ No
Relevant parties referenced in program description? (check all that apply)
 the specialized docket judge
 the court
 the prosecutor
 defense counsel
 licensed treatment providers
 children service agency for family dependency treatment courts
 the probation department
 the parole authority
 law enforcement agencies
 other: _____

- 2.) An advisory committee. **Sup.R., Appx. I, Std. 1(B).**
 Does the program description include a list by title of advisory committee members?
 Yes **page number** _____ No
 Is an advisory committee contact roster attached to the program description?
 Yes No
- 3.) The specialized docket judge chairs the advisory committee.
Sup.R., Appx. I, Std. 1(B).
 Included in program description at **page number** _____.
- 4.) The specialized docket judge attends the advisory committee meetings.
Sup.R., Appx. I, Std. 1(B).
 Included in program description at **page number** _____.
- 5.) The specialized docket has a treatment team. **Sup.R., Appx. I, Std. 1(B).**
 Does the program description include a list of treatment team members by title?
 Yes **page number** _____ No
 Is a treatment team contact roster attached to the program description?
 Yes No
- 6.) The specialized docket judge chairs the treatment team. **Sup.R., Appx. I, Std. 1(B).**
 Included in program description at **page number** _____.
- 7.) The specialized docket judge attends the treatment team meetings.
Sup.R., Appx. I, Std. 1(B).
 Included in program description at **page number** _____.
- 8.) The program description contains written policies and procedures:
 defining the goals and objectives for the specialized docket, included in program description
 at **page number** _____;
 identifying the target population, included in program description at **page number**
 _____;
 detailing program entry and case flow, included in program description at **page**
number _____; and
 providing the written roles and responsibilities of each treatment team member, included in
 program description at **page number** _____.
Sup.R., Appx. I, Std. 1(C).

Non-Adversarial Approach

- 9.) The specialized docket incorporates a non-adversarial approach.
Sup.R., Appx. I, Std. 2.
 Included in program description at **page number** _____.

The specialized docket recognizes all of the following:

- 10.) A prosecutor's distinct role in pursuing justice and protecting public safety and victim's rights.
Sup.R., Appx. I, Std. 2(A).
 Included in program description at **page number** _____.

- 11.) A defense counsel's distinct role in preserving the constitutional rights of the specialized docket participants. **Sup.R., Appx. I, Std. 2(B).**
Included in program description at **page number** _____.
- 12.) The participant's right to request the attendance of defense counsel during the portion of a specialized docket treatment team meeting concerning the participant.
Sup.R., Appx. I, Std. 2(C).
Included in the program description at **page number** _____.

Legal and Clinical Eligibility and Termination

- 13.) The specialized docket has written criteria that was collaboratively developed, reviewed, and agreed upon by the relevant parties identified in paragraph (A) of Standard 1 of the standards as follows:
 Legal eligibility criteria included in program description at **page number** _____,
 Clinical eligibility criteria included in program description at **page number** _____,
 Completion criteria included in program description at **page number** _____,
 Termination criteria included in program description at **page number** _____, and
 Neutral discharge criteria included in program description at **page number** _____.
Sup.R., Appx. I, Std. 3(A).
- 14.) The specialized docket judge has discretion to decide the admission into the specialized docket in accordance with the specialized docket written eligibility criteria.
Sup.R., Appx. I, Std. 3(B).
Included in program description at **page number** _____.
- 15.) The specialized docket judge has discretion to decide termination from the specialized docket in accordance with the specialized docket written criteria.
Sup.R., Appx. I, Std. 3(B).
Included in program description at **page number** _____.
- 16.) The written legal and clinical eligibility and termination criteria do not create a right to participation in the specialized docket. **Sup.R., Appx. I, Std. 3(C).**
Included in program description at **page number** _____.

Assessment and Referral

- 17.) The specialized docket promptly assesses individuals and refers them to appropriate services.
Sup.R., Appx. I, Std. 4.
Included in program description at **page number** _____.

The assessment and referral shall meet all of the following requirements:

- 18.) All chemical dependency, mental health, and other programming assessments include available collateral information to ensure the accuracy of the assessment.
Sup.R., Appx. I, Std. 4(A).
Included in program description at **page number** _____.

- 19.) The participant or the participant’s guardian shall complete a release of information form to provide for communication about confidential information, participation/progress in treatment, and compliance with the provisions of relevant law, including the “Health Insurance Portability and Accountability Act of 1996,” 42 U.S.C. 300gg-42, as amended, and R.C. 2151.421 and 2152.99. **Sup.R., Appx. I, Std. 4(B).**

A release of information form is referenced in the program description at **page number** _____.

Sample release of information form attached in appendix to program description.

- 20.) Participants shall be placed as soon as possible in appropriate treatment services and programs. **Sup.R., Appx. I, Std. 4(C).**

Included in program description at **page number** _____.

- 21.) Participants shall be placed as soon as possible under reporting supervision to monitor compliance with court requirements. **Sup.R., Appx. I, Std. 4(C).**

Included in program description at **page number** _____.

- 22.) All screenings and assessments for treatment determinations shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to the standards of the profession. **Sup.R., Appx. I, Std. 4(D).**

Included in program description at **page number** _____.

Individualized Needs and Evidence-Based Practices

- 23.) Does program description include the following?

- Statement that services meet the individualized needs of each participant, **page number** _____.
- The specialized docket has services that incorporate evidence-based strategies, **page number** _____.
- The services available are gender-responsive, **page number** _____.
- The services available are culturally appropriate, **page number** _____.
- The services effectively address co-occurring disorders, **page number** _____.

Sup.R., Appx. I, Std. 5.

Participant Monitoring

A specialized docket shall monitor each participant’s performance and progress and incorporates all of the following:

- 24.) Regular treatment team meetings prior to the status review hearings. **Sup.R., Appx. I, Std. 6(A).**

Treatment team meets: weekly every two weeks

Please provide the day of the week _____ and time _____ of the treatment team meetings.

If your specialized docket conducts treatment team meetings more than one day a week, please provide information regarding day of the week and time of additional treatment team meetings.

Information concerning treatment team meetings is included in program description at **page number**_____.

Sample of blank weekly or bi-weekly progress report attached to program description appendix.

25.) Status review hearings, as established by Standard 7. **Sup.R., Appx. I, Std. 6(B).**

Status review hearings are held: weekly every two weeks

Please provide the day of the week _____ and time _____ of the status review hearings.

If your specialized docket conducts status review hearings on more than one day a week, please provide information regarding day of the week and time of additional status review hearing sessions.

Information concerning status review hearings included in program description at **page number**_____.

26.) Ongoing communication among the treatment team members, including frequent exchanges of timely and accurate information about the participant's overall performance.

Sup.R., Appx. I, Std. 6(C).

Included in program description at **page number**_____.

27.) Progression through the specialized docket is based upon the participant's performance in the treatment plan and participant's compliance with requirements of the specialized docket phases.

Sup.R., Appx. I, Std. 6(D).

Included in program description at **page number**_____.

28.) A participant's progress through the specialized docket phases is not based solely upon pre-set timelines. **Sup.R., Appx. I, Std. 6(D).**

Included in program description at **page number**_____.

29.) An explanation of responses to compliance and noncompliance, including criteria for termination. **Sup.R., Appx. I, Std. 6(E).**

Included in program description at **page number**_____.

Status Review Hearings

30.) The specialized docket incorporates ongoing judicial interaction with each participant as an essential component of the docket. **Sup.R., Appx. I, Std. 7(A).**

Included in program description at **page number**_____.

- 31.) At a minimum the specialized docket participant appears before the specialized docket judge at least twice monthly during the initial phase of the specialized docket.
Sup.R., Appx. I, Std. 7(B)(1).
Included in program description at **page number** _____.
- 32.) Thereafter, the specialized docket participant regularly appears before the specialized docket judge to review the participant's progress through the specialized docket.
Sup.R., Appx. I, Std. 7(B)(2).
Appearance requirement for status review hearings after the initial phase is included in program description at **page number** _____.

Substance Monitoring

A specialized docket shall monitor a specialized docket participant's substance use by random, frequent, and observed alcohol and other drug testing protocols which include:

- 33.) Written policies and procedures for sample collection, sample analysis, and result reporting. **Sup.R., Appx. I, Std. 8(A).**
Included in program description at **page number** _____.
- 34.) The testing policies and procedures address elements that contribute to the reliability and validity of the testing process. **Sup.R., Appx. I, Std. 8(A).**
Included in program description at **page number** _____.
- Probation department urine testing policies attached in Appendix to program description.
- 35.) Individualized alcohol and drug testing plans. **Sup.R., Appx. I, Std. 8(B).**
Included in program description at **page number** _____.
- 36.) All testing shall be random, frequent, and observed. **Sup.R., Appx. I, Std. 8(B).**
Included in program description at **page number** _____.
- 37.) Clearly established plans for addressing a participant who tests positive at intake or who relapses that include treatment guidelines and sanctions, when appropriate, that are enforced and reinforced by the specialized docket judge.
Sup.R., Appx. I, Std. 8(C).
Included in program description at **page number** _____.
- 38.) Immediate notification to the court when the participant:
 - tested positive;
 - failed to submit to testing;
 - submitted an adulterated sample;
 - submitted the sample test of another individual; or
 - diluted the sample.**Sup.R., Appx. I, Std. 8(D).**
The above information concerning immediate notification to the court is included in program description at **page number** _____.

- 39.) The following acts are to be treated as positive tests and immediately sanctioned:
- failing to submit to testing;
 - submitting an adulterated sample;
 - submitting the sample of another individual; and
 - diluting the sample.
- Sup.R., Appx. I, Std. 8(D).**
The above information is included in program description at **page number**_____.
- 40.) Testing includes the participant’s primary substance of dependence, as well as a sufficient range of other common substances. **Sup.R., Appx. I, Std. 8(E).**
Included in program description at **page number**_____.

Treatment and other Rehabilitation Services

- 41.) The specialized docket provides prompt access to a continuum of approved treatment and rehabilitation services. **Sup.R., Appx. I, Std. 9(A).**
Included in program description at **page number**_____.
- 42.) The specialized docket maintains a current treatment plan and record of activities. **Sup.R., Appx. I, Std. 9(B).**
Included in program description at **page number**_____.
- 43.) All required treatment and programming shall be provided by programs or persons who are appropriately licensed and trained to deliver such services according to the standards of their profession. **Sup.R., Appx. I, Std. 9(C).**
Included in program description at **page number**_____.

Incentives and Sanctions

- 44.) Immediate, graduated, and individualized incentives and sanctions govern the responses of a specialized docket to a specialized docket participant’s compliance or noncompliance. **Sup.R., Appx. I, Std. 10.**
Incentives included in program description at **page number**_____.
Sanctions included in program description at **page number**_____.

Professional Education

- 45.) The specialized docket assures continuing interdisciplinary education of treatment team members to promote effective specialized docket planning, implementation, and operations. **Sup.R., Appx. I, Std. 11.**
Included in program description at **page number**_____.

Effectiveness Evaluation

A specialized docket judge shall evaluate the effectiveness of the specialized docket by doing each of the following:

- 46.) Reports data as required by the Supreme Court, including information to assess compliance with these standards. **Sup.R., Appx. I, Std. 12(A).**
Included in program description at **page number**_____.

- 47.) Engages in on-going data collection in order to evaluate whether it is meeting its goals and objectives. **Sup.R., Appx. I, Std. 12(B).**
Included in program description at **page number**_____.

SPECIALIZED DOCKET PARTICIPATION AGREEMENT

The attached specialized docket participation agreement contains the following information:

Non-Adversarial Approach

- 48.) The participant's right to request the attendance of defense counsel during the portion of a specialized docket treatment team meeting concerning the participant.
Sup.R., Appx. I, Std. 2(C).
Included in participation agreement at **paragraph number**_____.
- 49.) The written participation agreement is detailed and outlines the requirements and process of the specialized docket. **Sup.R., Appx. I, Std. 2(D).**
Language concerning this Standard is referenced in the written participation agreement at **paragraph number**_____.

Status Review Hearings

- 50.) A specialized docket participant shall appear regularly before the specialized docket judge at least twice monthly during the initial phase of the specialized docket.
Sup.R., Appx. I, Std. 7(B)(1).
Included in participation agreement at **paragraph number**_____.
- 51.) Thereafter, the participant appears regularly before the judge to review the participant's progress.
Sup.R., Appx. I, Std. 7(B)(2).
Included in participation agreement at **paragraph number**_____.

Substance Monitoring

- 52.) The specialized docket monitors a specialized docket participant's substance use by random, frequent, and observed alcohol and other drug testing protocols.
Sup.R., Appx. I, Std. 8.
Included in participation agreement at **paragraph number**_____.
- 53.) The expected protocol for the participant to submit to frequent and random testing and for enforcement by the specialized docket judge for positive tests, including appropriate sanctions.
Sup.R., Appx. I, Std. 8(B) and (C).
Included in participation agreement at **paragraph number**_____.
- 54.) The following acts are to be treated as positive tests and immediately sanctioned:
 failing to submit to testing;
 submitting an adulterated sample;
 submitting the sample of another individual; or
 diluting a sample.
Sup.R., Appx. I, Std. 8(D).
Included in participation agreement at **paragraph number(s)**_____.

Incentives and Sanctions

- 55.) A participant's noncompliance will be governed by immediate and graduated sanctions. **Sup.R., Appx. I, Std. 10.**
Included in participation agreement at **paragraph number**_____.

SPECIALIZED DOCKET PARTICIPANT HANDBOOK

The attached specialized docket participant handbook contains the following information:

Planning Process

- 56.) The members of the specialized docket treatment team and a brief description of their roles and responsibilities. **Sup.R., Appx. I, Std. 1(C).**
Included in participant handbook at **page number**_____.
- 57.) A brief description of specialized docket program entry and process. **Sup.R., Appx. I, Std. 1(C).**
Included in participant handbook at **page number**_____.
- 58.) The rights and responsibilities of participants in the specialized docket are referenced in the participant handbook. **Sup.R., Appx. I, Std. 1(D).**
Language concerning this Standard is referenced in the participant handbook at **page number**_____.

Non-Adversarial Approach

- 59.) The participant's right to request the attendance of defense counsel during the portion of a specialized docket treatment team meeting concerning the participant. **Sup.R., Appx. I, Std. 2(C).**
Included in participant handbook at **page number**_____.

Legal and Clinical Eligibility and Termination

- 60.) A brief explanation of completion criteria. **Sup.R., Appx. I, Std. 3(A).**
Included in participant handbook at **page number**_____.
- 61.) A brief explanation of termination criteria. **Sup.R., Appx. I, Std. 3(A).**
Included in participant handbook at **page number**_____.
- 62.) A statement that the judge has discretion to decide admission to a specialized docket in accordance with the written eligibility criteria for the specialized docket. **Sup.R., Appx. I, Std. 3(B).**
Included in participant handbook at **page number**_____.
- 63.) A statement that the judge has discretion to decide termination from a specialized docket in accordance with the written eligibility criteria for the specialized docket. **Sup.R., Appx. I, Std. 3(B).**
Included in participant handbook at **page number**_____.
- 64.) Written legal and clinical eligibility and termination criteria do not create a right to participate in the specialized docket. **Sup.R., Appx. I, Std. 3(C).**
Included in participant handbook at **page number**_____.

Assessment and Referral

- 65.) A brief summary of the assessment process, treatment services, and supervision requirements. **Sup.R., Appx. I, Std. 4.**
Included in participant handbook at **page number**_____.

Participant Monitoring

- 66.) A statement that a participant's progression through the specialized docket is based upon the participant's performance in the treatment plan and compliance with the specialized docket phases.
Sup.R., Appx. I, Std. 6(D).
Included in participant handbook at **page number**_____.
- 67.) A brief explanation of the specialized docket monitoring of each participant's performance and progress.
Sup.R., Appx. I, Std. 6(E).
Included in participant handbook at **page number**_____.
- 68.) An explanation of responses to compliance and noncompliance, including criteria for termination. **Sup.R., Appx. I, Std. 6(E).**
Included in participant handbook at **page number**_____.

Status Review Hearings

- 69.) An explanation of the participant's appearance requirements at status review hearings in the initial phase of the specialized docket. **Sup.R., Appendix I Standard 7(B).**
Included in participant handbook at **page number**_____.
- 70.) An explanation of the participant's appearance requirements at status review hearings after the initial phase of the specialized docket. **Sup.R., Appx. I, Std. 7(C).**
Included in participant handbook at **page number**_____.

Substance Monitoring

- 71.) Description of the substance monitoring policies and procedures that the participant is expected to follow. **Sup.R., Appx. I, Std. 8.**
Included in participant handbook at **page number**_____.
- 72.) A statement that drug and alcohol testing plans are individualized.
Sup.R., Appx. I, Std. 8(B).
Included in participant handbook at **page number**_____.
- 73.) Notice to the participant that drug and alcohol testing is random, frequent, and observed.
Sup.R., Appx. I, Std. 8(B).
Included in participant handbook at **page number**_____.
- 74.) A reference to clearly established plans for addressing a participant who tests positive at intake or who relapses that includes treatment guidelines and sanctions, when appropriate, that are enforced and reinforced by the specialized docket judge.
Sup.R., Appx. I, Std. 8(C).
Included in participant handbook at **page number**_____.

- 75.) Notification that the following acts will be treated as positive tests and immediately sanctioned:
- failing to submit to testing;
 - submitting an adulterated sample;
 - submitting the sample of another individual; or
 - diluting samples.
- Sup.R., Appx. I, Std. 8(C).**
Included in participant handbook at **page number**_____.

Incentives and Sanctions

- 76.) A brief description of incentives that may be awarded for compliance.
Sup.R., Appx. I, Std. 10.
Included in participant handbook at **page number**_____.
- 77.) A brief description of immediate and graduated sanctions including the possibility of termination for noncompliance.
Sup.R., Appx. I, Std. 10.
Included in participant handbook at **page number**_____.

Certification is granted when the written materials submitted by each court and observations made during the site review demonstrate compliance with the certification standards. Topics that are not expressly set forth in the certification standards are not evaluated.

I hereby certify that the information set forth above is true and accurate to the best of my knowledge and information.

Signature
Specialized Docket Judge

Date

Printed Name