



Specialized Dockets: The Path to Certification Overview

	<p style="text-align: center;">SUBMISSION OF CERTIFICATION APPLICATION</p> <p>Following the submission and support material guidelines, submit, by regular or electronic mail, a completed and signed application with support materials – local rule/administrative order, program description, written participation agreement and participant handbook.</p>
	<p style="text-align: center;">NOTIFICATION OF RECEIPT</p> <p>Upon receipt of a completed application and support materials, the Specialized Docket Section staff will send a notice of receipt to the applicant.</p>
	<p style="text-align: center;">INITIAL REVIEW</p> <p>The Specialized Dockets staff will review the application and materials to determine whether the application is complete.</p>
	<p>If the application is deficient, a notice will be sent to the applicant specifically identifying the deficiencies with a 30-day deadline to correct. If not corrected, the application will be recommended for denial.</p>
	<p style="text-align: center;">SUBSTANTIVE REVIEW</p> <p>The Specialized Dockets staff will substantively review the application by assessing the application and the accompanying support materials for completeness and compliance with the standards.</p>
	<p>If the support materials are incomplete, a notice will be sent to the applicant specifically identifying the deficiencies with a 45-day deadline to correct. If not corrected, the application will be recommended for denial.</p>
	<p style="text-align: center;">INITIAL CERTIFICATION</p> <p>Upon determination of a completed application, the applicant will receive initial certification, which is effective until a determination is made on final certification.</p>
	<p style="text-align: center;">SITE VISIT REVIEW</p> <p>Specialized Docket staff will provide notice, by regular or electronic mail, specifying the date and time a site visit will be conducted at the applicant's court. The site visit will include attending a team meeting and a status review hearing, and interviewing a team member.</p>
	<p>If the site visit is unsatisfactory, a notice will be sent to the applicant specifically identifying the deficiencies with a 45-day deadline to correct. If not corrected, certification will be recommended for denial.</p>
<p style="text-align: center;">DETERMINATION ON FINAL CERTIFICATION</p> <p>Specialized Docket staff will issue a recommendation of final certification to The Commission on Specialized Dockets. Staff of the Specialized Docket Section will provide written notice to the applicant specifying the date and time the commission will meet to review the recommendation. The notice also will inform the applicant that a representative of the court may be present at the meeting to offer evidence and argument in support of the application for certification. The decision of the commission on certification is final and not appealable. Denial does not preclude resubmission of the application for certification.</p>	