

## Family DTC Legal Forms Usage

**1. Family DTC Referral Agreement** – The form will be used when a respondent parent/guardian is present in the Day One Conference or Child Planning Conference and they have consented to being screened for eligibility for enrollment in FDTC. The case coordinator for FDTC may also be attending the Day One or CPC and can either meet with the respondent parent/guardian at that time or schedule an appointment for screening.

The respondent parent/guardian's consent for screening can be incorporated into the consent agreement that is presented to the presiding A/N/D judge to become an order.

*A copy of the form will go to all parties' attorneys or, if unrepresented, to the parties.*

**2. Conditions of Participation** – The respondent parent/guardian will be presented with this form on their first FDTC session. The FDTC attorney, baring no conflict of representation, will go over the conditions with the respondent parent/guardian, have them initial, and sign the form. The respondent parent/guardian will appear in front of the FDTC judge again at which time the judge will verify with the respondent parent/guardian that they understand what they have just signed and what the requirements of FDTC are. The respondent parent/guardian will then officially become a participant of FDTC and held accountable for all program requirements and subsequent FDTC orders.

*A copy of the form will be given to the respondent parent/guardian and placed in the FDTC file. We will be submitting this document to the AOC-print shop (upon approval of the expenditure) for printing carbon-less, duplicated copies for be distributed to each FDTC.*

**3. Family DTC Release of Information** – The respondent parent/guardian will sign this form along with the conditions of participation at their first FDTC session. The FDTC attorney will be responsible for explaining the document to the enrolling parent/guardian.

*An updated edition of this form is located on the DTC-MIS and therefore will not be submitted to the forms committee. A copy of the form will be placed in the FDTC file.*

**4. Family DTC Order to Comply** – Orders need to be completed at every FDTC session for every FDTC participant. The intent is to keep the participant aware of bi-weekly requirements. The "Notice of Show Cause" and "Return of Service" sections have been removed to under the advice of AOC legal counsel.

*We will be submitting this document to the AOC-print shop (upon approval of the expenditure) for printing carbon-less, duplicated copies to be distributed to each FDTC.*

**5. Motion and Order to Show Cause** –All FDTCs should use the Motion and Order to Show Cause (AOC-J-155) form as a means to give the participant proper notice of a show cause hearing. The FDTC case coordinator can complete and file this motion at the first indication of a need for a show cause hearing. This may happen with the two week period between FDTC sessions thus complying the required five days notice. If not, the Motion can be served at scheduled FDTC session with the hearing set five days out, unless the participant waives the five day notice at that time.

*A copy will go to the parent/guardian, FDTC parent/guardian attorney, Juvenile (A/N/D) Parent attorney, and the FDTC file. Proper service procedures should be followed.*

**6. Judgment of Contempt and Order** – All FDTCs should use the Order in Contempt Proceeding form (AOC-J-156). This order must be entered at the conclusion of the show cause hearing.

*A copy will go to the parent/guardian and the FDTC file.*

**7. Compliance Report on Participation in Family DTC** – The FDTC case coordinator should complete this form and distribute it to the A/N/D parties to update them on the participant's overall compliance.

*A copy will be given to ALL parties involved in the juvenile court case – Juvenile court Parent/Guardian Attorneys, DSS Attorney, GAL Attorney, Social Worker.*

**8. Certification of Ineligibility or Participation** – Use this form to notify the A/N/D court if the parent/guardian is found to be ineligible for FDTC and when the parent/guardian is terminated, either successfully or unsuccessfully from FDTC.

*A copy will be given to all parties who received service/copies of the juvenile disposition order.*