

Procedures for Requesting a Specialized Docket

The following outlines the process under Administrative Rule 60 by which the Interdisciplinary Committee on Specialized Dockets will evaluate requests for creation of a specialized docket within a judicial district. The committee primary emphasis will be to consider information relating to the anticipated need for the specialized docket in terms of the size of the eligible population, any evidence relating to the efficacy of the proposed specialized docket, the funding and other resource requirements of the proposed specialized docket, and, if it is approved by the Supreme Court, what steps must be taken to implement the specialized docket. The steps to be taken in order are:

1. A person requesting consideration of a specialized docket must prepare a report including relevant information related to the need for and feasibility of establishing a specialized docket, including anticipated budgetary requirements, any identified funding sources, availability of resources and service providers, and estimated population to be served by the specialized docket.
2. A request for consideration and the report must be made to the Committee via the Program Manager in the State Court Administrator's Office. If the report does not include all relevant information the Program Manager will request more information from the person requesting consideration of a specialized docket.
3. The Program Manager will contact the court administrator and presiding judge of the district where the specialized docket is requested for the purpose of obtaining input on the need for and resources required to implement the proposed specialized docket.
4. After gathering any additional information suggested by the court administrator and presiding judge, the request, report, and any additional information gathered will be distributed to the members of the committee and placed on the agenda of the next meeting of the committee for consideration and discussion. If no meeting is scheduled for more than 60 days from submission of a request, the chair shall convene a special meeting no more than 90 days after receipt of the request.
5. At the discretion of the chair, the person requesting consideration of the special docket may briefly introduce the concept of the specialized docket. The person requesting the specialized docket should be available to respond to any questions the committee may have about the proposal.
6. The committee may, at the discretion of the chair, hear from any other persons present who wish to comment on whether to recommend implementation of the proposed specialized docket.
7. The committee, including any temporary members appointed under Rule 60(1)(e) will then vote on whether to recommend implementation of the proposed specialized docket. Upon a majority vote in favor of the proposal, the committee will forward its recommendation along with supporting information to the Supreme Court for its consideration.
8. If approved for implementation, a planning team will be created including the court administrator and presiding judge along with any other interested persons and local stakeholders.
9. The planning team will contact the local stakeholders to verify capacity to supply the resources needed to operate a successful program. Depending on the specialized docket, several of the following stakeholders will be essential.

- Judicial officer

- Prosecutor
- Defense counsel
- Relevant treatment provider
- Community service providers
- Juvenile court officer or probation officer
- Law enforcement representative

If all stakeholders agree, a meeting with the stakeholders and planning team will be held to develop policies and procedures required to make the program successful. A program manual will be distributed to all stakeholders.