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**POST COURT INSTRUCTIONS**

**FORM REQUIREMENTS**

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| **Form** | **Signed In File** | **Copy For Defendant** | **Copy For Ride Along** | **Copy For PDRS** |
| Tracking | NOT SIGNED | NO | YES | YES |
| Community Service Rules | YES | YES, 1 Copy | NO | NO |
| CS Verification | NO | YES, 2 Copies | NO | NO |
| PDRS forms (if ordered) | YES, 2 copies | YES, 1 Copy | NO | YES |
| Ride Along forms (if ordered)  | YES, 2 copies | YES, 1 Copy | YES | NO |

**THINGS TO REVIEW WITH DEFENDANT**

* For juries, the Teen Court office schedules those dates. They will be mailed a Post Court letter with those dates and the letter will also go over everything else.
* Go over community service rules form. You can do this briefly, as they will be getting a copy. **DEFENDANT AND PARENT MUST SIGN THE CS RULES FORM.** Give the defendant 1 copy.
* Go over the CS Verification form. Tell the defendant and parents that this is the only way we verify CS hours. Give them 2 Copies. See if they can attend an upcoming event (we will have those flyers at court if available). If not, we will mail them a CS flyer in their Post Court letter. They also have the option of selecting a site of their choice.
* If there are any classes, tell the defendant they will be contacted by the company doing the class.
* If Mediation with the Victim is ordered, go over PDRS paperwork. **DEFENDANT AND PARENT MUST SIGN 2 COPIES**. Give them one copy.
* If Ride Along is ordered, they will be responsible for contacting the determined Police Dept. office for this. Tell the defendant the Post Court letter will give them all of this information.
* Go over any other sentencing options that may be ordered by the jury. **HAVE THE DEFENDANT AND PARENT SIGN THE VERDICT FORM.**
* Tell the defendant and parent in order to complete and close their Teen Court case, they must fulfill the requirement of the jury by the date on the bottom of the tracking form. When they complete, explain they will need to schedule an exit appointment with the Teen Court office.