

Case Manager Instructions for Homeless Court

For an individual to be eligible to have their matter resolved in Homeless Court they must be actively enrolled (and in compliance) with your pre-approved program (a “*Provider Statement of Services*” must have been completed by your agency). Please only refer appropriately qualified applicants. The court depends on caseworkers to screen for appropriate and eligible applicants. MCRHC does not accept self-referrals. Also, a case manager is not required to refer a client that they don’t believe, in their professional opinion, is ready for Homeless Court.

MCRHC will do a thorough search of applicable cases.

The following public search websites can help determine if an application should be submitted:

- Arizona Supreme Court website (shows variety of cases throughout Arizona)
<http://apps.supremecourt.az.gov/publicaccess/caselookup.aspx>
- Justice of the Peace Courts (in Maricopa County)
<http://justicecourts.maricopa.gov/FindACase>
- Superior Court in Maricopa County (any felonies besides drugs are disqualifiers)
<http://www.superiorcourt.maricopa.gov/docket/>
- Mesa City Court
<https://ecourt.mesaaz.gov/>
- Chandler Municipal Court
<http://www.chandleraz.gov/cjis/courtcasesearch/>

*MCRHC hears charges filed in a **Municipal or Justice of the Peace Court** within Maricopa County.
The judge of each jurisdiction decides if a case is approved to be heard in MCRHC.*

- Court is held on the third Tuesday of every month at 1:30pm at the **Lodestar Day Resource Center** (Classroom C) 1125 W. Jackson St. Phoenix, AZ 85007 (12th Avenue and Madison St.)
Main Number: 602.393.9930. ***It is case manager’s job to notify applicants of court dates.***

Criteria:

- Applicant must have income (employment or benefits), or have applied for benefits, be actively looking for employment or preparing to look for employment.
- Applicant must be in contact with case manager and in compliance (and finished or almost finished) with program requirements.
- Case manager must believe that the applicant is no longer “living a homeless lifestyle”.

The applicant cannot have:

- Outstanding felony warrants or pending felony cases.
- Criminal charges with mandatory sentencing provisions.
- Prior felony convictions within the last ten years, except for drug related and DUI convictions.
- Charges where a victim has invoked their rights.

Application:

- Completed by applicant's case manager. This case manager will also be the court's primary contact, for this specific case.
- Make sure the spelling of the applicant's name (including any AKAs) and birthdate are accurate.
- Submit application and Letter of Advocacy via fax or email to:
Homeless Court Coordinator
Phone: 602.372.2705
Fax: 602.372.8522
Email: homelesscourt@superiorcourt.maricopa.gov
- The Homeless Court Coordinator will notify the case manager listed the status of an application, within 21 days of submission. This can be a lengthy process, especially if there are multiple cases and/or courts involved, and/or if the applicant needs additional hours, and/or if courts need additional information to approve a case. It's not unusual for the process to take a couple months.
 - A criminal background check will also be performed.
- Please retain a copy of the application and give a copy to the applicant.

Letter of Advocacy Must:

- Include a **complete TOTAL of all Community Restitution Hours** (list within letter preferred).
- Be written by applicant's case manager.
- Include name and description of program (please assume reader is not familiar with your program).
- Specify client's start date and length of time in program.
- Include a summary of applicant's background, progress, and accomplishments and goals
 - Okay to include certificates, etc.
- Have a statement from applicant discussing what the program did for them, what the court should know, etc.
- Be signed by case manager and dated with current date.
- Be written on agency letterhead.

Community Restitution Hours

Definition: ***Efforts performed without monetary compensation, which foster the applicant's path out of homelessness, and benefit the applicant or the community.***

Homeless Court utilizes Community Restitution hours as an alternative to the traditional court sentence of fines or jail time. One hour of Community Restitution equals \$10/fines (example: 20 hours = \$200/fines). This recognizes efforts made by Homeless Court participants to make changes and improve their life.

MCRHC recognizes that each agency has its own requirements and guidelines. Each agency is responsible for deciding what constitutes Community Restitution.

Examples of Community Restitution (sometimes thought of as *self-improvement* hours) Include:

- Time invested in program and/or case plan (setting goals, making plans)
- Meetings with Case Manager
- Education / Classes
 - GED /Vocational / Skill Training
 - Job Readiness
 - Time with Mentor
 - Budgeting / Credit / Debt Management
 - Parenting
 - Computer Skills
 - Life Skills / Human Relations
 - Program Orientations
 - Language (English as a second language)
- Substance Abuse Treatment
 - Relapse Prevention
 - Alcoholics Anonymous / 12-Step Meetings (Sponsorship / Mentorship)
- Mental / Behavioral Health Counseling
 - Cognitive Therapy
 - Anger Management
 - Group Counseling
 - Arts (physical, music, dance, theater, film)
 - Developing Coping Skills
- Searching (working) on Housing
- Job Searching
 - Resume Writing
 - Interviews
- Community Volunteering
- Medical and Dental Services
- Legal Assistance
- Time spent with other providers (if not already captured)