

District Drug Treatment Court Program Referral Form

Attorney must put **completed** for in basket at STEP Office in Suite 4351

Defendants are screened in Courtroom 1150 on Wednesday, and Friday beginning at 9:00am. Office visits are available through scheduled appointments only. Defendants can be screened while in custody. Referrals must be approved and signed by the District Attorney or referring Judge. Potential defendants must have an active drug related criminal court case and meet eligibility requirements.

Referral and Intake Process

1. The defense attorney should complete the referral form and deliver the referral form to Suite 4351 in the Mecklenburg County Courthouse.
2. The defendant should be instructed to begin the intake process by reporting to Courtroom 1150 Wednesday, or Friday of that week at 9:00am.
3. After receiving the referral the screener will conduct a brief orientation, and an assessment tool will be administered to verify chemical dependency.
4. If the defendant is chemically dependent, the defendant will be immediately referred to the appropriate treatment provider to begin treatment.
5. The defendant will remain assigned to the screener who will assist them in the enrollment process. The next court appearance will be rescheduled in 1150 for two to four weeks from the day of screening.
6. The screener will inform the referring court of the eligibility results.

**ATTORNEY MUST PUT COMPLETED FORM IN BASKET AT STEP OFFICE IN SUITE 4351
ADA PROSECUTING CASE MUST SIGN REFERRAL FORM FOR CLIENT TO BE SCREENED
SEE THE BACK OF THIS SHEET FOR SENTENCING / REFERRAL INSTRUCTIONS**