

Superior Drug Treatment Court Referral Form

Attorney must put completed form in basket at STEP Office in Room 4351

Referral Date: _____ Next Court Date: _____
Court Room: _____

Referral By: Judge _____ Attorney _____
Name Name
 DA _____ Other _____
Name Name

Consented to By: _____, Prosecuting, A.D.A.
Signature of ADA Prosecuting Case

Client in Jail: Yes No Location: _____

Client's Name: _____
First Middle Last Date of Birth

Address: _____

Telephone #: _____
Home Work Cell

Attorney's Name: _____
First Middle Last

Address: _____

Telephone #: _____ Fax: _____

CHARGE INFORMATION

Charge	CR Number	Class	Level	Complaint Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Prior felony record level: _____ Prior misdemeanor level: _____
DOC / OPUS #: _____

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

PENDING FELONY CHARGES MAY DELAY ENTRANCE INTO STEP

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1. At probable cause in 5310, the D.A. will begin screening for potentially eligible candidates and may determine a defendant's record merits participation in the S.T.E.P. program.
2. The D.A. will notify the defendant's attorney that the defendant is potentially eligible for the Superior S.T.E.P. Court Program in the plea letter.
3. After getting consent from the D.A., the defendant's attorney can refer a client by filling out a referral form, which will be available in courtrooms 5310 and 5170, and leaving it in the S.T.E.P. Court basket located in suite 4351.
4. Attorneys can speak with the Case Coordinator in person or by phone at 980-314-1952 or 980-314-1961 to learn about the S.T.E.P. Program
5. The defendant must complete the evaluation process for eligibility determination.
6. If the defendant does not adhere to the appointment schedule, which is arranged with the defendant and the defendant's attorney, the case will not be evaluated within the time frame allowed by the calendaring process and thus the defendant will not be admitted to the program.
7. If the defendant fails to appear for any appointment scheduled by the DTC team, the case coordinator will advise the defendant's attorney in writing of his/her client's failure to keep the appointment(s).
8. If the defendant reschedules appointments within a time frame that allows the DTC team to complete their evaluation prior to the next setting of the defendant's case, the evaluation process may continue.
9. If the defendant completes the evaluation process, the DTC team will consider the information gathered during the defendant's evaluation at the next court staffing and decide whether or not to accept the defendant into the program.
10. The case coordinator will immediately advise the defendant's attorney and the D.A. of the team's decision.
11. If accepted, the defendant will enter a plea, admission of probation violation, and be sentenced in court room 5310, 5150, 5170 or 5370, and the S.T.E.P. Court Program will be included as a part of the defendant's sentence.
12. The defendant will be formally accepted into the program at the next Superior DTC session and the contract between the defendant and the DTC team will be signed at that time. A Public Defender is appointed to the client's case.
13. If not accepted, the defendant's case will continue on the regular calendaring track.
14. Failure to complete this form will result in delays to the evaluation process.

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