

**CASEWORK ACTIVITY:****Processing CHIPS Dispositional Orders and Court Extension Orders**

Revised 03/06

PURPOSE

To clarify the use and distribution of court orders. The CHIPS Dispositional Order is used in all original jurisdiction CHIPS cases. The court extension orders are used for all original court extension orders. To the extent possible, a copy of the order will be provided to all parties and their attorneys at the end of the court hearing.

PROCEDURES

1. The Assistant District Attorney (ADA) is responsible for completing the Court Order and submitting it to the court for signature. When there is no ADA involved in a case, the court will order one of the parties to prepare the Court Order.
2. At the end of the court hearing, the ongoing case manager (OCM) is responsible for determining who requires a copy of the signed order and listing those parties on the Certification of Service form.
3. The parents may be ordered by the Court and/or directed by their attorney to remain in the waiting area outside the courtroom until they receive a copy of the Order from the BMCW staff.
4. Upon receipt of the original signed Order, the BMCW staff shall proceed directly to Room 1600, the Records Center of the Clerk of Circuit Court's Office, for the purpose of making the required number of copies on the copy machine located therein and also to complete the Certification of Service form.
5. Room 1600 is accessible to the BMCW staff for this purpose from 8:30 a.m. to 12:00 p.m. and from 1:00 p.m. to 4:00 p.m. Orders entered between noon and 1:00 p.m. will be copied after 1:00 p.m. In the event that Room 1600 is not available, BMCW staff is instructed to contact the BMCW Court Liaison or ADA to make copies. Under no circumstance is the original Court Order to leave the Children's Court center.
6. In most cases, the BMCW staff should make copies of the order for:
 - all parents, whether present in court or not;
 - the BMCW case file;
 - the FAST unit,
 - the ADA;
 - the GAL/Public Defender, and;
 - any other attorneys present in court.



7. After making the required copies, the BMCW staff will:
 - Deposit the ADA's copy of the order in the box designated for that purpose in Room 1600;
 - Insert any adversary counsel's or GAL/Public Defender's copy in the inter-office basket designated for attorney orders in Room 1600;
 - Deposit a copy of the order in the basket designated for FAST Unit;
 - Return to the waiting area with the original order and the remaining copies. Serve each parent present with a copy of the order; and
 - File the original Court Order, Certification of Service, and any additional copies of the Court Order for parents not served with the check-in clerk at the Branch window.

NOTE: Attorneys who do not wait at the Court after the hearing to receive a signed copy of the order must obtain a copy from the court file in the Clerk of Circuit Court's Office file room.

FORMS REFERENCED

Certification of Service (printed)

CROSS REFERENCE

None