



## Jackson County Treatment Courts STEPS TO APPLY FOR ENTRY

### **Attend a Treatment Court Orientation**

- First and third Thursday of every month.
- 10:00 a.m. until approximately 11:00 a.m.
- Check in for orientation at the Treatment Court office, second floor, Jackson County Justice Building, 100 S. Oakdale, Medford OR 97501

### **Complete Paperwork**

- Treatment Court program paperwork must be completed prior to scheduling court hearing. If you are uncertain about this, call the Treatment Court office to verify compliance prior to proceeding.
- Complete sign-in sheet during orientation.
- Complete Treatment Court Application and Release of Information forms.
- Have your Treatment Court Orientation checklist initialed and dated by staff after viewing court session.

### **Legal Paperwork Required for Adult Criminal Cases**

- Plea Petition.
- District Attorney prepared Disposition/Judgment Paperwork.
- Treatment Court Petition – Treatment Court Petition must be signed and accepted by the assigned Treatment Court Judge.

### **Legal Paperwork Required for Dependency/Delinquency Cases**

- Treatment Court Petition.
- Order of Acceptance – must be signed and accepted by the assigned Treatment Court Judge.
- Third Party Petitions when appropriate–must be signed and accepted by the assigned Treatment Court Judge.

### **View Treatment Court Session**

- Applicants must view a Treatment Court session prior to being accepted into the program. They can view one of the following court sessions: Community Family Court (CFC) or Recovery Opportunity Court (ROC).
- **CFC sessions** are held most Tuesday afternoons from 1:00 p.m. until 5:00 p.m. in courtroom 101, of the Juvenile Services Building, 609 W. 10<sup>th</sup> Street, Medford, OR.
- **ROC sessions** are held on Tuesday at 10:00 am in the Juvenile Services Building, 609 W. 10<sup>th</sup> Street, Medford, OR.

### **Schedule Criminal Plea Change** *(If entering on adult criminal case)*

- **ROC Court** - Contact the court by email, [Linda.Carlson@ojd.state.or.us](mailto:Linda.Carlson@ojd.state.or.us), or call (541) 776-7171 ext. 112, to schedule plea prior to the expiration of the District Attorney Program offer.
- **CFC Court** - Contact the court by email, [Debbie.Scales@ojd.state.or.us](mailto:Debbie.Scales@ojd.state.or.us), or call (541) 776 71717 ext 163 to schedule plea prior to the expiration of the District Attorney Program offer.
- Attorney's office, please file appropriate paperwork, i.e. plea notice or pre-trial report.
- Appear as directed to enter plea and/or be sentenced, attend the next Treatment Court session as assigned by the Treatment Court Program Coordinator.

### **Questions ?**

- Recovery Opportunity Court Coordinator: (541) 776-7171 ext. 236 (Lisa McCreadie)
- Community Family Court Coordinator: (541) 776-7171 ext. 232 (Susie Wahl)

Applicants wishing to enter the program who have not completed these steps will not be signed in by the court and may jeopardize continued consideration of their application.