



# Quick-Start Guide to Launching a Delinquency Model Court Team

## Introduction

A Delinquency Model Court Team (MCT) is a collaborative group of juvenile justice partners working together to improve outcomes for youth, families, and communities. This guide is designed as a quick-start tool to help your local court launch and sustain an effective team without unnecessary complexity. Adapt it to your county's needs and keep it as a living resource for future members to ensure continuity and shared understanding. An editable version of this guide is available on OJD's [Model Court Teams SharePoint site](#).

## Inside, you'll find:

- A Checklist and overview of Delinquency MCT Roles, Expectations/ Agreements and Structure to share with team members so everyone knows what the process will look like
- A Facilitators Guide with step-by-step instructions and recommendations for forming your team, defining its mission, setting expectations, and identifying priorities
- Tools and templates for identifying priorities and tracking progress
- Resources and support links to help you succeed

## Why This Matters

- Improves coordination among courts, agencies, and community partners
- Reduces delays and promotes timely, fair case processing
- Centers youth and family voices in decision-making
- Uses data-driven strategies to identify and address systemic issues
- Builds trust and accountability across the juvenile justice system

By working together, Delinquency MCT can create a system that is more responsive, equitable, and focused on positive outcomes for youth and communities.

# Delinquency Model Court Team Quick-Start Checklist

Use this checklist to launch and stay aligned. Print it for your first meeting.

**County:** \_\_\_\_\_

**Judge Lead:** \_\_\_\_\_

**Facilitator** (keeps meetings on track): \_\_\_\_\_

**Team Manager** (creates agendas, captures decisions & actions): \_\_\_\_\_

**Other Members** (name, role):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## A. Team Structure and Purpose

- Confirm Core Team and Advisory Team membership
- Adopt Member Expectations and Team Agreements
- Draft and approve a Mission Statement (1–3 sentences)

## B. Team Meetings

- Set a meeting schedule (e.g., monthly/quarterly) and send calendar invites
- Agree on decisionmaking (consensus first; vote if needed)

## C. Improvement Focus and Projects

- Identify top 3 areas to improve; rank by impact and feasibility
- Dig deeper into the issue to identify root causes
- Set SMART goals and tasks
- Create process for tracking progress

## D. Support & Resources

- Bookmark the Model Court Team SharePoint site (OJD) and Website (everyone)
- Identify JDIP support needs; contact JDIP Delinquency Analyst

# Delinquency Model Court Team Roles, Expectations/ Agreements and Structure

## Team Composition & Roles

### Core Team (suggested):

- Juvenile Judge (**Team Lead**)
- Juvenile Department Director
- Deputy District Attorney
- Juvenile Defense Attorney
- OYA Representative
- Court Staff Representative

### Advisory Team (suggested):

- Lived Experience Representatives (Youth, Victim, Parents, etc.)\*
- School Representatives
- Law Enforcement/SROs
- Treatment/Service Providers
- ODHS Representative

*\*While not a substitute for hearing directly from lived expertise, if this feels too challenging consider expressly asking that other members gather and provide this perspective (e.g., defense attorneys and juvenile departments could be asked to bring youth perspective; district attorneys, victim perspective).*

### Role Guidance (adapt locally):

- **Team Lead** (Judge or designee): Sets agenda priorities, ensures balanced participation, and upholds agreements
- **Facilitator** (member volunteer): Keeps meetings on time and outcomes focused; supports consensus building (*could be same person as Team Lead*)
- **Team Admin** (court staff or designee): Circulates agendas, captures decisions/actions, tracks progress
- **Members**: Bring agency perspectives, share data responsibly, carry out agreed actions

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## Member Expectations

Adopt and share member expectations so everyone knows how to contribute.

### Examples (start here; customize):

- Prioritize meetings; if unavailable, send a substitute and ensure followup
- Come prepared for discussion and be open to new ideas
- Share relevant data
- Complete assigned action items by due dates
- Uphold confidentiality; avoid discussing specific cases unless de-identified

- Our Expectations:

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## Team Agreements

Set norms for how you meet and work together.

**Examples** (start here; customize):

- Keep identified improvement efforts as a standing agenda item
- “There are no dumb ideas”—we treat all contributions with respect and kindness
- Assume positive intent
- Decisions on MCT priorities/projects will be developed through member feedback
- Aim for consensus first; use simple majority if consensus isn’t feasible within the timebox
- Start on time, end on time; set times for agenda items; use parking lot for out-of-scope topics
- Decisions and action items are recorded and shared
- Our Agreements:

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## Meeting Structure

Meeting cadence (edit and add specifics):

- The **Core Team** will meet **monthly/quarterly** on: \_\_\_\_\_ (e.g., First Thursday, 12–1 pm). Agenda will be shared in advance.
- The **MCT Lead is Judge** \_\_\_\_\_, who will lead meetings and identify agenda topics.
- The **Team Admin is** \_\_\_\_\_, who will gather agenda items, circulate agendas, keep notes, and track progress between meetings as needed.
- The **Facilitator is** \_\_\_\_\_, who will facilitate meetings to keep them on track.

## Mission Statement (1–3 sentences)

A mission statement keeps your team on track, especially when it’s so easy to get pulled in a million directions in juvenile practice.

**Purpose:** Clearly state why the team exists and what outcomes it seeks. Keep it concise and motivating.

**Example** (adapt to your county):

- “The Klamath County Delinquency MCT collaborates to support practices that center youth voices and ensure justice, driving positive outcomes for youth, families, and communities.”

## Smart Goals

**SMART Goals are goals that are** Smart, Measurable, Achievable, Relevant, and Time-Bound. In other words:

- SMART—Identify specific goals.
- MEASURABLE—Identify how you will know when the goals have been achieved.
- ACHIEVABLE—Discuss and confirm the team feels the goals are attainable.
- RELEVANT—Make sure the goals actually address the root cause you identified.
- TIME-BOUND—Set a deadline to stay on track.

## [Example SMART Goals template](#)

## JDIP Resources & Support

- **Model Court Teams SharePoint** (only OJD employees can access)—data, tools to make change easier, project ideas, and other teams’ work.
  - What is a Delinquency Model Court Team
  - Facilitator Guide to use with this Quick Guide
  - Member Invite Template
  - Facilitator Meeting Agenda
  - Project Templates
- **[Model Court Teams Website](#)**—Information and resources for MCTs, including Implementation Guide for JDIP’s Delinquency Disposition Improvement Project.
  - What is a Delinquency Model Court Team
  - Project Templates
- **JDIP**—JDIP staff can help with virtual training, attend meetings, and support project planning. Contact **Caroline Meyer, Delinquency Analyst**:  
[caroline.e.meyer@ojd.state.or.us](mailto:caroline.e.meyer@ojd.state.or.us)