DOCKET REFERRAL PROCESS

A Guide for Attorneys and Defendants

COMPLETE THE FOLLOWING STEPS IN THE FOLLOWING ORDER

1. Complete a referral form and turn it into the Office of Community Control. Referral forms are available online (www.delawarecityohmunicipalcourt.gov) or in the Office of Community Control. Once complete you can email them to the docket coordinator:

Mental Health Docket	kmoore@delawarecityohmunicipalcourt.gov
OVI Docket	jscholz@ delawarecityohmunicipalcourt.gov
Mission Court Docket	agarloch@ delawarecityohmunicipalcourt.gov

2. Complete a mental health and/or alcohol and drug assessment and provide a copy to the Office of Community Control. This is likely already a condition of bond, but it is required to schedule a screening for the docket.

3. Contact the docket coordinator to schedule a docket screening. This should be scheduled within 5–10 days after the assessment is provided to the Office of Community Control.

4. WAIT for the screening recommendation to be filed on the case. If the client is accepted on the docket, there will be further instructions for the attorney (like filing the Motion for Admission to the docket AND scheduling the plea hearing).

Additional questions? Please contact the Office of Community Control.
Phone number: 740-203-1525
Email Address: probationoffice@delawarecityohmunicipalcourt.gov

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