

Role of Court Officers

(Revised 08/30/19)

Forms

Roles and Responsibilities of Court Officers

Alignment with SET

Forms

The following forms are referenced in this file:

- 04-7 Court Summary
 - [ICWA-020](#) Parental Notification of Indian Status
 - [JUV-267](#) Parent's ICWA Form
 - [JUV-268](#) Child's ICWA Form
 - [JV-225](#) Health and Education Questionnaire
 - [JV 290](#) Caregiver Information Form
 - JV-300 Notice of Hearing on Selection of a Permanent Plan (CWS/CMS Court section and carbon forms in Courtrooms)
 - JV-300sp Notice of Hearing on Selection of a Permanent Plan (Spanish) (CWS/CMS Court section and carbon forms in Courtrooms)
 - JV-310 Proof of Service Under Section 366.26 of the Welfare and Institutions Code (CWS/CMS Court section and carbon forms in Courtrooms)
 - JV-310s Proof of Service Under Section 366.26 of the Welfare and Institutions Code (Spanish) (CWS/CMS template)
 - [JV-450](#) Order for Prisoner's Appearance at Hearing Affecting Parental Rights
 - [JV-451](#) Prisoner's Statement Regarding Appearance at Hearing Affecting Parental Rights
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Roles and responsibilities of Court Officers

The Court Officer is a Child Welfare Services SW responsible for handling specific aspects of the court hearing on behalf of staff. Court Officers will:

- Document the results of the court hearing, specifically the court orders for the SW on the 04-7 Court Officer's Summary form.
 - Provide a written report usually via email of the morning's hearing to the assigned SW and PSS by close of business.
 - Enter all future hearings and critical findings and orders into CWS/CMS for the hearing attended.
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Roles and responsibilities of Court Officers (cont.)

- Service of Petitions to parents and children over the age of 10 who are present. Sign the Certificate of Personal Service of Petition and file it with the court clerk.
 - Distribute Detention Reports to the court, attorneys and parents and CASA if applicable.
 - Daily, deliver copies of Notice of Hearing letters to the Attorney's notice box.
 - Review the written Notice of Hearings to ensure all parties were properly noticed of the hearing and the recommendations coincide with the information contained in the report.
 - Distribute the JUV-225 (Health and Education Questionnaire) to the parent(s), then collect and distribute the completed form to the appropriate parties.
 - Communicate with SWs attending the hearings and attempt to prioritize their cases if at all possible.
 - Determine who is present for the hearing and document.
 - Confer with SWs and County Counsel before the hearing if there are any questions/problems.
 - Address policy issues as to include but not limited to:
 - Ensure SW's do not request County Treasurer Funds or what is now called General Purpose Revenue
 - Title IV-E findings are made at removal
 - Set the order the cases will be heard each morning and introduce the cases before the hearing.
 - Represent Child Welfare Services at Juvenile Court hearings.
 - Clarify CWS policy and procedures to CWS staff and Juvenile Court personnel.
 - Advise the Court and the Sheriff's Deputy of any:
 - need to protect a child or children from potentially harmful contacts, potentially volatile or dangerous clients
 - existing restraining orders
 - Assist the Sheriff's Deputy with paternity testing paperwork.
 - Elevate concerns regarding cases, SW actions, court requests to the CWS Manager by way of the Court Unit PSS.
 - Notify Court Unit PSS of system issues, high profile incidents or issues or other concerns.
 - Elevate any compliments regarding the SW or Agency staff to the CWS Manager by way of the Court Unit PSS.
 - Personally serve the parents with 366.26 Notice when a 366.26 Hearing is set and parents are present in court. Provide completed JV-300 or JV-300spanish and Notice and Proof of Notice JV-300 to the court clerk. Provide another copy to the assigned SW.
 - Review the Court Reports for the next day's Court Calendar and prepare needed paperwork.
 - Contact assigned SW or PSS if reports are late, incomplete or there is a need to clarify information or recommendations.
 - Respond to inquiries from staff.
 - Provide ex parte requests to the Court Clerk for the Judge's approval and signature
 - Provide the JV-450 and JV-451 to the Court Clerk for the Judge's signature in order to produce incarcerated parents for hearings.
 - Provide any completed ICWA-020 and JUV-267 and JUV-268's to assigned SW.
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Roles and responsibilities of Court Officers (cont.)

- Assist SWs with obtaining certified court orders e.g. Social Security ex partes, Hague notice orders, etc.
- Upload court summaries to JELS.
- Assist social workers in getting 340(b) Protective Custody Warrants and Investigative Search Warrants signed by the Judge.
- Email signed PCWs to the assigned SW or PSS.
- Upload completed JV-290 forms into JELS.
- File JV-290 forms at Court Business office.

Alignment with SET

This policy aligns with SET [Value 5](#) maintaining a strong relationship with the legal system by regularly working towards efforts to improve court processes to ensure that they are supportive of mutual goals.
