



Supreme Court of Mississippi

Administrative Office of Courts

Application for Drug Court Program Certification

Section 1: Judicial Information

Jurisdiction of Court:
Type of Court: Adult Felony _____ Adult Misdemeanor _____ Juvenile _____ Family _____
Presiding Drug Court Judge:
Phone Number of Presiding Judge: Office: _____ Cell: _____
Email Address of Presiding Judge:
Mailing Address of Presiding Judge:

Section 2: Program Contact

Drug Court Coordinator:
Phone Number of Coordinator: Office: _____ Cell: _____
Email Address of Coordinator:
Mailing Address of Coordinator:

Instructions for Completing Application

The Application for Drug Court Program Certification must be filled in completely and returned to the Administrative Office of Courts along with all required supporting documents.

If multiple judges within a single jurisdiction preside over a drug court docket, each judge will be required to submit an Application for Drug Court Program Certification along with supporting documents.

Once received by the Administrative Office of Courts, a site visit will be scheduled with the judge and court staff to ensure compliance with MS Code Ann. §9-23-1 –23, rules established by the State Drug Court Advisory Committee, as well as, local policies. If compliance is determined, a Certificate of Approval will be issued to the court. If determined that a drug court program is not in compliance, a Provisional Certificate of Approval may be issued to the court. The Office of Drug Court Compliance will then work to assist the judge and staff in bringing the program into compliance. Once in compliance, a Certificate of Approval will be issued to the court. All drug court programs will be required to re-certify with the Administrative Office of Courts every (2) years.

Section 7: Description of Need

In this section you will describe the need for a drug court program in your jurisdiction. (If additional space is needed, please attach a different sheet titled Drug Court Need.)

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Section 8: Target Population

In this section you will describe the drug court program's target population and eligibility criteria. (If additional space is needed, please attach a different sheet titled Target Population.)

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Section 9: Identifying Participants

In this section you will describe how the drug court program integrates the use of a risk-needs assessment, as well as, a clinical assessment to identify appropriate participants. (If additional space is needed, please attach a different sheet titled Identifying Participants.)

A large, empty rectangular box with a black border, intended for the user to provide a detailed description of how the drug court program integrates risk-needs and clinical assessments to identify participants. The box is currently blank.

Section 10: Determining Levels of Treatment

In this section you will describe in detail how a participant’s level of substance abuse treatment is determined. Include information on the person providing the clinical assessment (including their credentials) and the tools that are being using to determine the level of care needed. (If additional space is needed, please attach a different sheet titled Levels of Treatment.)

Section 11: Pre-Court Staff Meeting

In this section you will describe in detail how pre-drug court staff meetings are utilized in determining how each participant's progress is reviewed and potential consequences for performance is discussed by the drug court team. Discuss how often these meetings take place and list those who regularly attend along with their title. (If additional space is needed, please attach a different sheet titled (Pre-Court Staff Meeting.)

Section 12: Advancement, Completion, and Measuring Success

In this section you will describe the requirements individuals must meet in order to advance through each phase of the program . You will also describe the measures used to determine successful completion of the drug court program. (If additional space is needed, please attach a different sheet titled Advancement, Completion, Measuring Success.)

A large, empty rectangular box with a black border, intended for the applicant to provide details on advancement, completion, and measuring success in the drug court program.

Section 13: Testing Protocol

In this section you will describe in detail the alcohol and drug testing protocol used by the drug court program. The detail should include the testing methods, collection methods, and methods of determining randomization of tests. (If additional space is needed, please attach a different sheet titled Testing Protocol.)

A large, empty rectangular box with a black border, intended for the user to describe the alcohol and drug testing protocol used by the drug court program. The box occupies most of the lower half of the page.

Section 14: Data Collection

In this section you will describe in detail the method used to compile data that is provided to the Administrative Office of Courts each month. (If additional space is needed, please attach a different sheet titled Data Collection.)

Section 15: Attachments

Please be sure that the following items are submitted along with the Application for Drug Court Certification.

Attachment 1.) Drug Court Policy and Procedure Manual

Attachment 2.) Drug Court Participant Manual

Attachment 3.) The drug court program’s latest budget detail.

Attachment 4.) Copy of any M.O.U. or contracts between the drug court program and service providers.

Attachment 5.) Copy of Judicial Orders used in the drug court program.

Attachment 6.) Copy of any form that is signed by drug court participants.

Section 16: Signatures

By signing, I attest that the information contained within this application and its supporting documents are true and correct. I understand that compliance with the Drug Court Rules, the Drug Court Fiscal Policy, and the Alyce Griffin Clarke Drug Court Act is necessary in order to become a certified drug court program.

Presiding Drug Court Judge

Date

Drug Court Coordinator

Date

Mail application and supporting documents to:

Administrative Office of Courts

Attn: Joey Craft

P.O. Box 117

Jackson, MS 39205