

# HOMELESS COURT PROVIDER TRAINING

October 1, 2018

## Overall Goals Of The Presentation

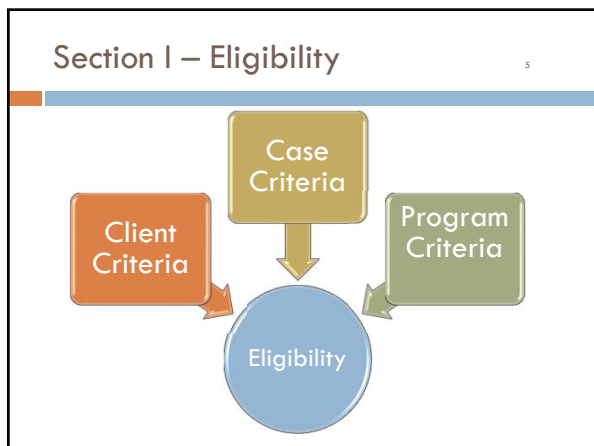
- Process**
  - To Assist Providers In Determining Eligibility For Homeless Court
- Content**
  - To Ensure Documentation is Representative of The Client's Underlying Issues Of Homelessness And Criminal Behavior

## Homeless Court Training Agenda

- Section 1  
Eligibility
- Section 2  
Process
- Section 3  
New Providers

## Homeless Court Training Agenda

- Section 1  
Eligibility



## Section I – Client Criteria

- Homeless or at risk of homelessness
- Condition or circumstance that contributes to homelessness
  - Economic hardship
  - Mental health issue
  - Physical disability
  - Substance abuse

### Section I – Case Criteria 7

- Offense occurred in San Diego County\*  
\*We can work with other counties on a limited basis.
- Pending misdemeanor offenses or infractions
  - Vagrancy
  - ~~Misdemeanor-DUI~~
  - Trolley tickets
  - Public intoxication, jay walking, moving violations
- Active case
  - Already posted in system

### Section I – Case Criteria cont. 8

- Have proof of at least one eligible case
  - Physical Citation or **Odyssey Portal Result**
  - Court docket
  - Alliance One letter
  - DMV printout
- Further Proceedings
  - Client has already pled guilty
  - Owes term or condition of probation such as fines

### Section I – Program Criteria 9

- With the Provider, addressing cause of homelessness
- Meet or exceed a Provider's Program entry criteria
- Comply with a Provider's Program requirements
- Have proof of accomplishments in a Provider's Program

### Eligible Homeless Court Cases 10

Most misdemeanors cited within San Diego County

- Open Container
- Trolley Ticket
- Drunk in Public
- ~~New Misdemeanor-DUI~~
- Illegal Lodging

### Ineligible Homeless Court Cases 11

- Cases outside of San Diego County
  - Appendix VI in the guidebook has a list of out of county criminal court contacts
- Parking Violations\*
  - Expired registration, no insurance, parking tickets, etc.
- Domestic Violence & **New DUI Cases**
  - **DUI cases that have already pled or went to trial ARE eligible**
- Prop 36 Cases
- Civil Cases

### Ineligible Homeless Court Cases – cont. 12

- Juvenile Cases
  - Cases that occurred when your client was under 18 EXCEPT traffic related offenses – trolley tickets, driving without a license
- All felony cases and probation related costs/Restitution
- All federal cases
- Impound or DMV fees

NOTE: If you have any questions about whether or not a case can be heard you should contact the Homeless Court Team for clarification:  
[sandiego@homelesscourtprogram.org](mailto:sandiego@homelesscourtprogram.org)

### Questions?

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### Homeless Court Training Agenda <sup>14</sup>

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    graph TD
      A[Section 1 Eligibility] --> B[Section 2 Process]
  
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### Section 2 – Process

15

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    graph LR
      A[Warrant/Continue] --> B[Find the Case]
      B --> C[Interest List]
      C --> D[Agreement to Appear]
      D --> E[Advocacy Letter]
      E --> F[Counsel Session]
      F --> G[Attend Court]
  
```

### Section 2 – Process

16

```

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```

### Section 2 – Warrant

17

Go to the Sheriff's warrant website

Google – San Diego Sheriff Warrant

<http://apps.sdsheiff.net/warrant/waar.aspx>

### Section 2 – Warrant

18

**Chooses to take care of warrant**

- No guarantee of judge lifting warrant
- Possibility that the client will be arrested

**Chooses not to take care of warrant**

- Can be arrested on the street
- Judge and prosecution tend to be less lenient
- Client can carry Agreement To Appear
- Police officers may choose not to arrest

Section 2 – Warrant

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Gather The Proper Information

- You should go to court with your client
- Provide your client with advocacy letter

Picking The Right Courthouse

- Designated at the bottom of the ticket
- No ticket > business office at courthouse  
and/or Odyssey Portal

Section 2 – Warrant

For a Warrant

- If your client needs to clear a warrant
- Go to courthouse business office
- Request to be put on calendar to clear warrant
- Once in front of Judge ask for continuance post HCP date

Section 2 – Continue

21

Traffic Court is different than the other criminal courts

No attorney will be assigned

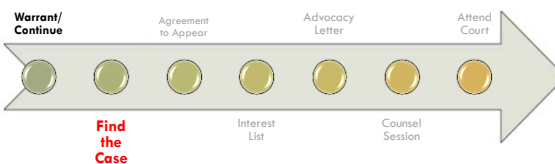
Helpful to go to court with client

Continue a traffic offense for 60 days

- Appear on scheduled date
- Go to court house on or before court date of ticket to make changes

Section 2 – Process

22



Section 2 – Find the Case

23

Tickets must be active in the court system

It can take up to a year for a ticket to become active

Ways to find case

In Person

With Ticket

At the DMV

Alliance One

Internet/Portal

Section 2 – Find the Case - In Person<sup>24</sup>

Client Requests Cases at Court House

- Clerk's Office for a list of open cases
- Appendix II has a list of court houses

Staff Requests Cases at Court House

- Need name and date of birth
- All cases are public records

Section 2 – Find the Case -With Ticket <sup>25</sup>

With Ticket

- Citation # on ticket and DOB
- San Diego Superior Court website
- Click on “Pay the Fine”
- ~~Only shows active cases~~

Section 2 - Find the Case – DMV <sup>26</sup>

DMV has records of traffic-related offenses

- Request a print out of any case or fines or fees associated with DMV record
- DMV only keeps a record of traffic related offenses
- Courthouse is the only place with a complete list of offenses

Section 2 - Find the Case - Alliance One <sup>27</sup>

Alliance One has records of cases that have gone to collections

- Courthouse Business Office has an Alliance One office
- Call Alliance One – (877) 541-8420
- Alliance One also has felony cases
- Courthouse is the only place with a complete list of offenses

Section 2 - Find the Case – Internet <sup>28</sup>

- <https://portal.prod2.odyssey.sdcourt.ca.gov/ODYPortalProd2>
- San Diego Superior Court Public Portal

Section 2 - Find the Case – Websites <sup>29</sup>

Misdemeanor Codes

- [www.leginfo.ca.gov](http://www.leginfo.ca.gov)
- Example: PC 647(e) = Illegal Lodging

San Diego Municipal Codes:

- <http://www.sandiego.gov/city-clerk/officialdocs/legisdocs/muni.shtml>

Section 2 – Process <sup>30</sup>

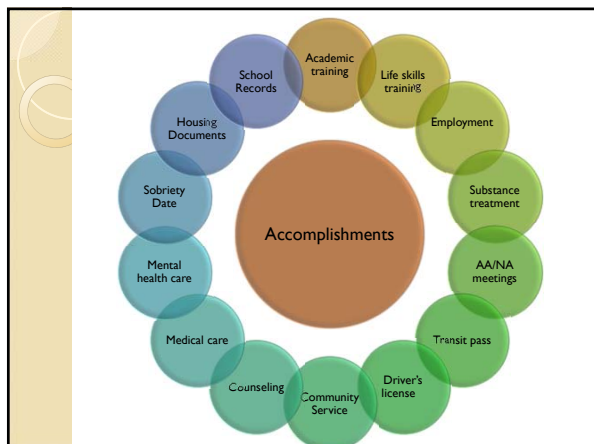


### Section 2 - Agreement to Appear 31

**NOTICE TO APPEAR  
HOMELESS COURT PROGRAM**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Father San Ysidro 2100 Imperial Ave San Diego, CA 92161  
 Yonkers Y Idago of San Diego 2100 Imperial Ave San Diego, CA 92161

**NEVER BRING THE FOLLOWING TO THE HEARING:**  
 1 COPY OF 1001/1002/1003/1004/1005/1006/1007/1008/1009/1010/1011/1012/1013/1014/1015/1016/1017/1018/1019/1020/1021/1022/1023/1024/1025/1026/1027/1028/1029/1030/1031/1032/1033/1034/1035/1036/1037/1038/1039/1040/1041/1042/1043/1044/1045/1046/1047/1048/1049/1050/1051/1052/1053/1054/1055/1056/1057/1058/1059/1060/1061/1062/1063/1064/1065/1066/1067/1068/1069/1070/1071/1072/1073/1074/1075/1076/1077/1078/1079/1080/1081/1082/1083/1084/1085/1086/1087/1088/1089/1090/1091/1092/1093/1094/1095/1096/1097/1098/1099/1100/1101/1102/1103/1104/1105/1106/1107/1108/1109/1110/1111/1112/1113/1114/1115/1116/1117/1118/1119/1120/1121/1122/1123/1124/1125/1126/1127/1128/1129/1130/1131/1132/1133/1134/1135/1136/1137/1138/1139/1140/1141/1142/1143/1144/1145/1146/1147/1148/1149/1150/1151/1152/1153/1154/1155/1156/1157/1158/1159/1160/1161/1162/1163/1164/1165/1166/1167/1168/1169/1170/1171/1172/1173/1174/1175/1176/1177/1178/1179/1180/1181/1182/1183/1184/1185/1186/1187/1188/1189/1190/1191/1192/1193/1194/1195/1196/1197/1198/1199/1200/1201/1202/1203/1204/1205/1206/1207/1208/1209/1210/1211/1212/1213/1214/1215/1216/1217/1218/1219/1220/1221/1222/1223/1224/1225/1226/1227/1228/1229/1230/1231/1232/1233/1234/1235/1236/1237/1238/1239/1240/1241/1242/1243/1244/1245/1246/1247/1248/1249/1250/1251/1252/1253/1254/1255/1256/1257/1258/1259/1260/1261/1262/1263/1264/1265/1266/1267/1268/1269/1270/1271/1272/1273/1274/1275/1276/1277/1278/1279/1280/1281/1282/1283/1284/1285/1286/1287/1288/1289/1290/1291/1292/1293/1294/1295/1296/1297/1298/1299/1300/1301/1302/1303/1304/1305/1306/1307/1308/1309/1310/1311/1312/1313/1314/1315/1316/1317/1318/1319/1320/1321/1322/1323/1324/1325/1326/1327/1328/1329/1330/1331/1332/1333/1334/1335/1336/1337/1338/1339/1340/1341/1342/1343/1344/1345/1346/1347/1348/1349/1350/1351/1352/1353/1354/1355/1356/1357/1358/1359/1360/1361/1362/1363/1364/1365/1366/1367/1368/1369/1370/1371/1372/1373/1374/1375/1376/1377/1378/1379/1380/1381/1382/1383/1384/1385/1386/1387/1388/1389/1390/1391/1392/1393/1394/1395/1396/1397/1398/1399/1400/1401/1402/1403/1404/1405/1406/1407/1408/1409/1410/1411/1412/1413/1414/1415/1416/1417/1418/1419/1420/1421/1422/1423/1424/1425/1426/1427/1428/1429/1430/1431/1432/1433/1434/1435/1436/1437/1438/1439/1440/1441/1442/1443/1444/1445/1446/1447/1448/1449/1450/1451/1452/1453/1454/1455/1456/1457/1458/1459/1460/1461/1462/1463/1464/1465/1466/1467/1468/1469/1470/1471/1472/1473/1474/1475/1476/1477/1478/1479/1480/1481/1482/1483/1484/1485/1486/1487/1488/1489/1490/1491/1492/1493/1494/1495/1496/1497/1498/1499/1500/1501/1502/1503/1504/1505/1506/1507/1508/1509/1510/1511/1512/1513/1514/1515/1516/1517/1518/1519/1520/1521/1522/1523/1524/1525/1526/1527/1528/1529/1530/1531/1532/1533/1534/1535/1536/1537/1538/1539/1540/1541/1542/1543/1544/1545/1546/1547/1548/1549/1550/1551/1552/1553/1554/1555/1556/1557/1558/1559/1560/1561/1562/1563/1564/1565/1566/1567/1568/1569/1570/1571/1572/1573/1574/1575/1576/1577/1578/1579/1580/1581/1582/1583/1584/1585/1586/1587/1588/1589/1590/1591/1592/1593/1594/1595/1596/1597/1598/1599/1600/1601/1602/1603/1604/1605/1606/1607/1608/1609/1610/1611/1612/1613/1614/1615/1616/1617/1618/1619/1620/1621/1622/1623/1624/1625/1626/1627/1628/1629/1630/1631/1632/1633/1634/1635/1636/1637/1638/1639/1640/1641/1642/1643/1644/1645/1646/1647/1648/1649/1650/1651/1652/1653/1654/1655/1656/1657/1658/1659/1660/1661/1662/1663/1664/1665/1666/1667/1668/1669/1670/1671/1672/1673/1674/1675/1676/1677/1678/1679/1680/1681/1682/1683/1684/1685/1686/1687/1688/1689/1690/1691/1692/1693/1694/1695/1696/1697/1698/1699/1700/1701/1702/1703/1704/1705/1706/1707/1708/1709/1710/1711/1712/1713/1714/1715/1716/1717/1718/1719/1720/1721/1722/1723/1724/1725/1726/1727/1728/1729/1730/1731/1732/1733/1734/1735/1736/1737/1738/1739/1740/1741/1742/1743/1744/1745/1746/1747/1748/1749/1750/1751/1752/1753/1754/1755/1756/1757/1758/1759/1760/1761/1762/1763/1764/1765/1766/1767/1768/1769/1770/1771/1772/1773/1774/1775/1776/1777/1778/1779/1780/1781/1782/1783/1784/1785/1786/1787/1788/1789/1790/1791/1792/1793/1794/1795/1796/1797/1798/1799/1800/1801/1802/1803/1804/1805/1806/1807/1808/1809/1810/1811/1812/1813/1814/1815/1816/1817/1818/1819/1820/1821/1822/1823/1824/1825/1826/1827/1828/1829/1830/1831/1832/1833/1834/1835/1836/1837/1838/1839/1840/1841/1842/1843/1844/1845/1846/1847/1848/1849/1850/1851/1852/1853/1854/1855/1856/1857/1858/1859/1860/1861/1862/1863/1864/1865/1866/1867/1868/1869/1870/1871/1872/1873/1874/1875/1876/1877/1878/1879/1880/1881/1882/1883/1884/1885/1886/1887/1888/1889/1890/1891/1892/1893/1894/1895/1896/1897/1898/1899/1900/1901/1902/1903/1904/1905/1906/1907/1908/1909/1910/1911/1912/1913/1914/1915/1916/1917/1918/1919/1920/1921/1922/1923/1924/1925/1926/1927/1928/1929/1930/1931/1932/1933/1934/1935/1936/1937/1938/1939/1940/1941/1942/1943/1944/1945/1946/1947/1948/1949/1950/1951/1952/1953/1954/1955/1956/1957/1958/1959/1960/1961/1962/1963/1964/1965/1966/1967/1968/1969/1970/1971/1972/1973/1974/1975/1976/1977/1978/1979/1980/1981/1982/1983/1984/1985/1986/1987/1988/1989/1990/1991/1992/1993/1994/1995/1996/1997/1998/1999/2000/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8300 Inland Avenue  
 San Diego, California 92124-4124  
 (619)461-2200 ext 234 9880  
 (619)461-2200 ext 234 700  
 www.secondchanceprogram.org

August 23, 2013  
**Re: Kate Graf**

To The Honorable Justice of the Superior Court:

My name is Alex Y. Matias, I am a Client Services Specialist for Second Chance/STRIVE Employment Readiness Training Program. This is an intense four weeks job Readiness Training Program, Training that focuses on interpersonal skills, attitude and the work ethic necessary to be successful both in employment and in life. Kate successfully completed 360 hours of training on December 10, 2010.

As a graduate, Kate has been able to secure part time employment with Food 4 Less and has been promoted to Customer First Clerk/Cashier. Kate is volunteering with Foster Care Association by donating services of doing hair for youth. Kate has demonstrated a commitment and willingness to work. Ms. Graf came to Second Chance for help with being self sufficient and feels very proud of her accomplishments since graduating Second Chance.

Kate understands and embraces the meaning of hard work and professionalism. Kate has stated "Second Chance has helped me embrace the month and embrace where I once stopped every year. I've not only gained valuable employment skills and parenting skills as well. I feel that I've matured and gained the strength to face the challenges that come with being a responsible adult." Kate takes full responsibility and acknowledges that her past conduct is inconsistent with the responsibility of an adult, Kate deeply regrets her past conduct. I believe that Ms. Graf's recent accomplishments are a testament to her hard work and the person she is today.

Kate is a loyal, honest, considerate, and a supportive individual, she is a free, well-balanced person with an abundance of positive qualities whom I feel very strongly deserves every consideration to have her criminal record sealed.

If you have any further questions in this regard you may contact me by phone at (619) 839-0935.

Sincerely,  
 Alex Y. Matias  
 Client Services Specialist

Federal Tax ID# 33-0539640

**Adult Rehabilitation Center**  
 1333 Broadway, San Diego, CA 92101

February 6, 2013

To the Honorable Robert J. Tremonsco  
 Re: John Dow DOB: 11/28/1960

John entered the San Diego Adult Rehabilitation Center (ARC) for chemically dependent men and women August 12, 2012. He made a commitment to fully participate in all aspects of the program for a minimum of 180 days. Having met and exceeded all program requirements for Phase I (9-month Fundamental Treatment), John will graduate today, February 6, 2013. John has been accepted into Phase II which consists of our Job-Entry Program. John will begin looking for work while in Phase II. John will have the opportunity to move into Phase III and IV. The fourth phase of the ARC program consists of aftercare and transitional sober living, where participants are offered continued support.

John's progress has been amazing as he has grown in his recovery. He has been positive and open with all aspects of our rehabilitation program. It has been a pleasure to see him move forward in his life. John has an AA sponsor, a letter group, and is working the twelve steps of AA. John has been an active participant in this program and John has worked very diligently on his recovery.

While residing here at the San Diego ARC, John has been participating in the following classes and recovery oriented activities. He has displayed a sincere desire to attend in recovery and life skills. (Classes are listed along with the number of classes attended.)

26 Group Counseling	13 Beginner Step Study
26 Individual Counseling	12 Step Study
104 Outside AA/NA Meetings	12 Christian Living Classes
56 In-House AA/NA Meetings	24 Bible Study Classes
26 Cultural Dependency	2 Family Change
12 Relapse Prevention	8 Exit Planning
8 Anger Management	0 Celebrate Recovery

It has been my experience that John is very sincere in his desire to change his life which is evidenced by his progress. If you have any questions, do not hesitate to contact us at (619) 239-4037 ext. 326.

Sincerely,  
 Richard Gonzalez, CADC-II, #122382  
 Lead Counselor / Job-Entry Coordinator

A MEMBER OF FATHER JOE'S VILLAGES

February 4, 2013

To Honorable Judge:

I would like to recommend my client, (Client Name) for Honorable Court Program. (Do: Last Name) is currently participating in the Career Track program at St. Vincent de Paul Village (since time check-on) and has participated in and/or completed the following courses and services designated by his individual Case Plan:

Adult Education	Smart Money
Computer Essentials	Housing Counseling
IEE Fund	Substance Abuse Meetings
Internet Workshop	Job Seeking Skills

In addition to the requirements (Do: Last Name) has agreed to participate in the following additional recommendations to increase his employability: (list activity #1, list activity #2, and list activity #3)

For example, (Do: Last Name) attends the South Metro Career Center to utilize its resources, participate in a Resume Writing Workshop, and maintains his 17 years of sobriety by attending various meetings.

(Do: Last Name) is a dedicated individual and committed towards his goal of self-sufficiency. I believe that the Honorable Court program will help him reach his goal of sobriety and self-sufficiency. If you require any additional documentation regarding (Do: Last Name) program requirements or participation, please do not hesitate to contact me at the phone number or email address below.

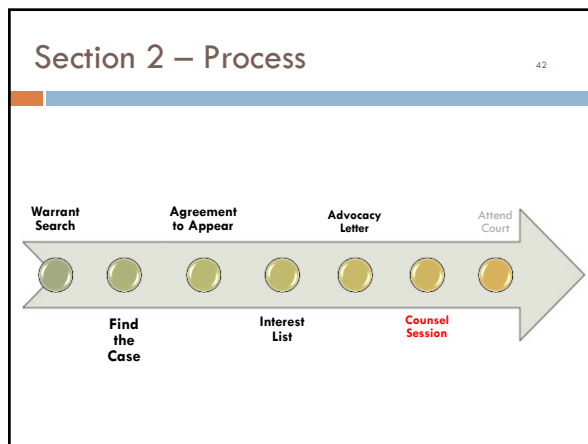
Sincerely,

## Section 2 – Advocacy Letter

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**Advocacy Letter Do Not's**

- Reconcile past offenses**
  - "Bill has made up for stealing the car by now working as a car salesman"
- List or explain offenses**
  - "Bill only stole the car to impress his girlfriend, it worked because they are now married!"
- Include statements from jail friends**
  - "Bill was highly regarded on cell block C for his technical knowledge of cars"

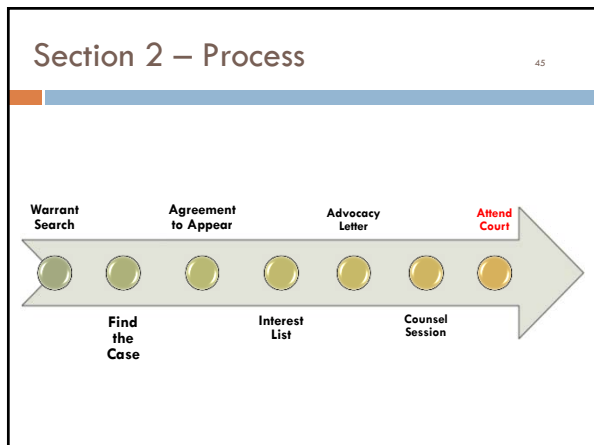


### Section 2 – Counsel Session 43

- Start Time = 9am
- Location – Father Joe’s Villages or VVSD
- Required Documentation Packet
  - 1 COPY Advocacy Letter
  - 1 COPY Advocacy Letter supporting documents
- Bring documentation related to the case
  - Citations, notice to appear, DMV Printouts etc.
  - Do not include these documents in the packets

### Section 2 – Counsel Session cont. 44

- If client cannot make the session
  - Notify Public Defender that client cannot attend
  - Staff brings the paperwork to the session or emails to [sandiego@homelesscourtprogram.org](mailto:sandiego@homelesscourtprogram.org)
  - Explain to the attorney why your client is absent
  - Verify that your client will be present for the court hearing
- Provider appearance is *essential*, but not mandatory
- Client should be prepared for discussion w/attorney

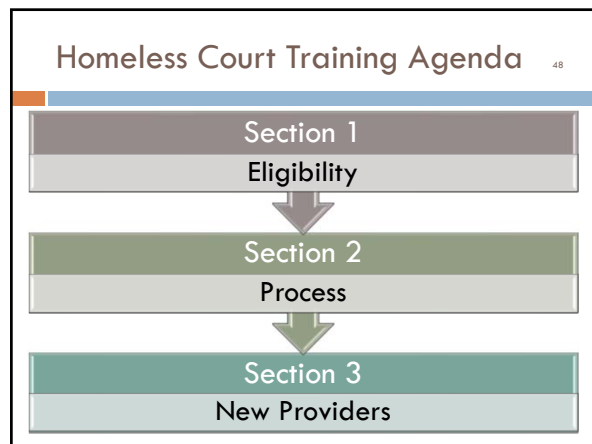


### Section 2 – Attend Court 46

- Start Time = 1 p.m.
- Location – Father Joe’s Villages or VVSD
- Client should dress their best
- No children
- Clients are called one at a time
- Charges, warrants, and penalties are formally resolved
- 90% of cases are dismissed

### Questions? 47

The cartoon shows a man in a suit pointing at a whiteboard. On the whiteboard, there is a drawing of an elephant. Below the cartoon, the text reads: "Objection! Elephants never forget!". There are also two small photographs at the bottom of the slide: one showing a man in a suit and another showing a group of people in a meeting.







## Keep it up!

□ HCP Calendar

□ <https://www.homelesscourtprogram.org/calendar>

□ **Contact Info for Clients**

□ SanDiego@homelesscourtprogram.org

□ 619.717.6101 – Google Voice

■ Client Calls/Text

## THANK YOU

To all of the wonderful people who helped make this training and guidebook possible:

Dennis Vermeersch	Rob Smith
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