

**Clerical Procedures When a Mother or Father is in Prison During Child Welfare
Court Proceedings***

*Informal document submitted courtesy of Cass County Probate Court to highlight their
practices and what works in their court.*

- (1) An Order Requesting Prisoner Be Allowed to Participate in Court Proceedings is filled out and signed by the Judge;
- (2) This order is then faxed to the prison with a fax cover sheet stating: "Please verify receipt by providing a phone number where the prisoner can be reached the day of the hearing." The fax confirmation is secured into the front of the file.
- (3) Clerk or judicial secretary also writes "**Prison**" on the calendar indicating to her that there is a parent in prison. A copy of the order is kept in her standup for reference until the prison provides the Court with a contact phone number.
- (4) When a prison call with a contact phone number, clerk or judicial secretary will write the prisoner's name on a sticky note, as well as the offender number, date/time of the hearing, and the contact phone number where the prisoner can be reached the day of the hearing. That sticky note is then placed in the calendar on the day of the designated hearing and the copy of the prison order that was placed in the standup is thrown away.
- (5) When the weekly calendar is completed, clerk or judicial secretary takes note of the "**prison**" reminder and checks to see if there is a sticky note in the calendar. If there is not a note, clerk or judicial secretary will call the prison and request a phone number.
- (6) The sticky note with the phone number and prisoner information is then given to the law clerk the day of the hearing. When it is time, the clerk contacts the prison and has the prisoner available for the hearing.

