

POST-JUDGMENT SERVICES CENTER TIPS

FOR THE MECKLENBURG COUNTY BAR

MECKLENBURG COUNTY COURTHOUSE, SUITE 4000

- ✓ Clients who are given their judgment should report to the Post-Judgment Services Center **immediately** after court, not within 20 days (a common misconception), if they are to see:
 1. **Anuvia Prevention & Recovery Center** – 704-686-0234;
 2. **Community Service Work Program** – 704-686-0235
 3. **Division of Community Corrections** – 704-342-5996 (Main Office),
704-686-0244 (PJSC), or 704-686-0239 (PJSC)
 4. **Fine Collection** – 704-686-0241 or 704-686-0242
 5. **Impact** – 980-721-7268
 6. **New Options for Violent Actions (NOVA)** – 704-686-0252,
704-686-0255, or 704-686-0256
 7. **Pretrial Release** – 704-686-0233
 8. **Treatment Alternatives to Street Crime (TASC)** – 704-686-0254
- ✓ Please discuss the outcome of your client's case with him/her before entering the Post-Judgment Services Center (PJSC). Your client should be ready to complete the necessary paperwork when he/she enters the Center. If your client has a DWI charge, please have a copy of his/her alcohol assessment for Anuvia Prevention & Recovery Center. Please ensure that all clients with a DWI charge check-in at the Post-Judgment Services Center reception desk with his/her Post-Judgment Data Form. The Courtroom Clerk completes the PJSC Data Form by entering the defendant's name, case number, charge(s), length of Unsupervised Probation and date. Referral to each appropriate agency is checked on the PJSC Data Form together with clearly defined terms, conditions, and restrictions relating to each specific element of the judgment or sentence. A Court Cost Bill is completed in applicable instances.
- ✓ If your client is ordered to complete community service hours and lives outside of North Carolina, you may want to consider asking the Judge if your client may find a place in his/her state of residence to perform this service, as the Community Service agency cannot transfer this to another state. If the request is granted, please advise your client to submit his/her paperwork, documenting the hours completed, to you for filing with the Mecklenburg County Clerk of Superior Court's Office.
- ✓ If your client is participating in Community Service or TASC programs in order to receive a PJC, please obtain a Post-Judgment Data Form from the Courtroom Clerk for your client. The

Courtroom Clerk completes the PJSC Data Form by entering the defendant's name, case number, charge(s), length of Unsupervised Probation and date. Referral to each appropriate agency is checked on the PJSC Data Form together with clearly defined terms, conditions, and restrictions relating to each specific element of the judgment or sentence. A Court Cost Bill is completed in applicable instances. Before leaving the courtroom, please ensure the Post-Judgment Data Form indicates which agency or agencies the client needs to see, the return court date, and that it is "for a PJC" (written in the Unsupervised Probation length space on the form).

- ✓ Please give your client his/her new court date, courtroom number and the return time. Pretrial Release clients must check-in at the Post-Judgment Services Center to provide them with the new court information.
- ✓ Courtroom decorum should be observed in the Post-Judgment Services Center. Please step outside of the Center to use your cell phone.
- ✓ Make sure the client's total on the Cost Bill is correct. If the client's fees do not add up to the total due, he/she will have to return to the courtroom to have the information corrected. If the Attorney has left the Post-Judgment Services Center, the client will be referred to the Courtroom Deputy to ask the Clerk to make the corrections.
- ✓ If a client is asked to see NOVA, Impact, or TASC and they are Unsupervised, they will need a Post-Judgment Data Form with a return date entered on the form.
- ✓ Please advise your clients to plan on being in court **ALL DAY**. If clients are referred to Fine Collection, TASC, NOVA or Impact, Probation, Anuvia Prevention & Recovery Center (Chemical Dependency), Community Service, and Pretrial, they will need to wait in the Post-Judgment Center until they have talked with every agency that is indicated on their Post-Judgment Data Form. Also, if they have children, please inform them of the on-site childcare, Larry King's Clubhouse.
- ✓ Advise clients that they will complete an Information Sheet in the Post-Judgment Services Center if they are referred to the different agencies in the Center. Therefore, clients should have their correct address, phone number, Social Security number, job information and emergency contacts.
- ✓ If clients are put on Probation and there is not a Probation Officer in the courtroom, the Attorney should be prepared to write the judgment on the Information Sheet in the Post-Judgment Services Center.

April 22, 2009