



## **COURT REFERRAL PROGRAM**

**153 Stony Circle, Suite 100 Santa Rosa, CA 95401**

**Phone (707) 573-3360 | email: [courtreferral@cvnl.org](mailto:courtreferral@cvnl.org)**

**Office hours 9:00 am – 4:30p.m. Monday - Friday**

**Completion of all requirements of the Court Referral Program must be completed by the allotted timeframe as ordered by the Court or Probation, and, in order to begin the Court Referral Program, you must contact us within 10 days of the referral to our program.**

### **Instructions**

1. Request intake forms - to receive intake forms, call 707-573-3360 or email [courtreferral@cvnl.org](mailto:courtreferral@cvnl.org). We will need your Full Name, Phone Number, Mailing Address, Date of Birth, Case Number and email address.
2. Complete intake forms and return to our office (via email or mail) no more than 10 days after the referral to our program.
3. Payment must be made at the time of the submission of forms. Payment may be made by money order, credit card or cash. Personal checks are NOT accepted.
4. Once we receive the completed intake forms and payment, you will receive notification of your scheduled intake interview time slot.
5. The intake interview will be conducted by telephone. The interview will take between 15-30 minutes.
6. You will receive the approved placement agency contact information and timesheets after your intake interview. You may NOT start your service until you receive the timesheets from Court Referral Program Staff.
7. It is then YOUR responsibility to:
  - a. Contact the partner agency and schedule your service hours.
  - b. Have your partner agency approved staff sign your time sheets each day that you serve.
  - c. Complete your service only at the approved site and only after placement by the Court Referral Program staff.
  - d. Return your approved timesheets to the court referral program office before your due date for credit.
  - e. Follow program rules in order to successfully complete your ordered community service.

**FAILURE TO COMPLETE:**

- If you fail to contact the court referral office and complete the intake process within 10 days from your referral date, your case may be returned to the court or probation for failure to comply.
- Failure to complete the assigned service hours by your due date in accordance with the policies of the Court Referral Program is a violation and your case will be returned to court or probation for further action.
- Failure to comply may also result in additional consequences such as additional fees and/or the issuance of a warrant for your arrest.

**If you live outside of Sonoma County**, advise Court Referral Program staff immediately when requesting your forms. In most cases your service hours may be transferred to the county in which you reside. There may be additional **fees** to transfer and monitor your case, depending on the county.

**The fee to participate in the program is non-refundable** and based on the number of hours assigned to you. The fee must be paid upon submitting your intake forms. Payments are processed in cash, credit/debit card, or money order. **Personal checks are not accepted.** Fees are subject to change.

**Fee Schedule as of July 15, 2016 (Subject to change)**

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<b>0-16</b>	<b>hours</b>	<b>\$40</b>
<b>17-49</b>	<b>hours</b>	<b>\$60</b>
<b>50-99</b>	<b>hours</b>	<b>\$75</b>
<b>100-149</b>	<b>hours</b>	<b>\$100</b>
<b>150-199</b>	<b>hours</b>	<b>\$140</b>
<b>200-299</b>	<b>hours</b>	<b>\$160</b>
<b>300-399</b>	<b>hours</b>	<b>\$175</b>

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**\*Work Release Fees are \$22 for each 8 hours assigned**