



Homeless Court

Agenda

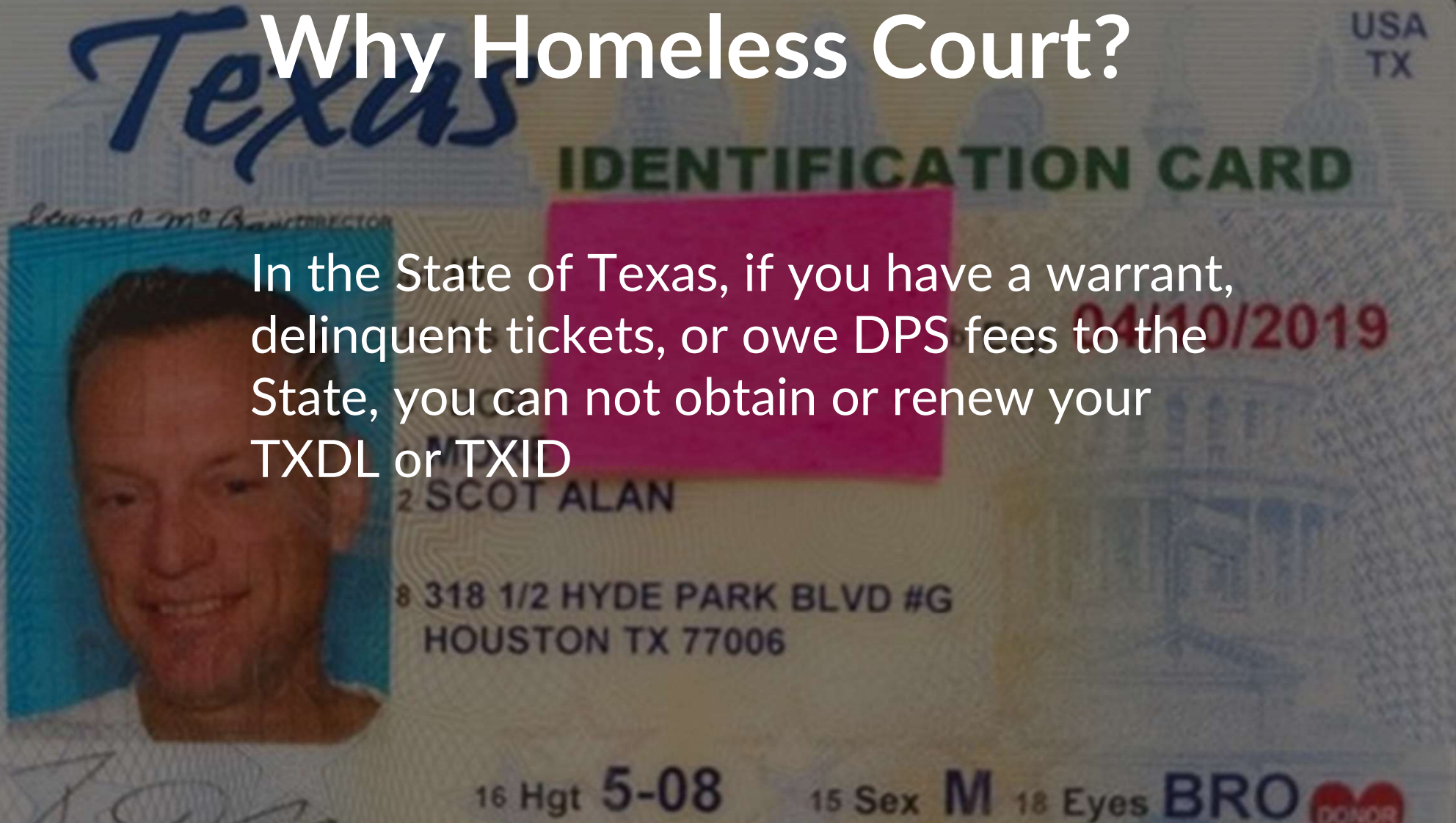
History

Barriers

Application Process

Why Homeless Court?

In the State of Texas, if you have a warrant, delinquent tickets, or owe DPS fees to the State, you can not obtain or renew your TXDL or TXID





Referral Process

First step

- To verify if the ticket is with the City of Houston: **Call 311 (713.837.0311)** this links you directly to the City of Houston Municipal Courts. You will only need your client's name and birth date or driver's license number. This is public information. You will need at least one reference or case number to place on the application page. Homeless Court is *only* partnering with the City of Houston Municipal Court. If 311 does not have any information on your client, there is no need to make referral.

- For all other jurisdictions, you may refer them to;
<https://www.beaconhomeless.org/beaconlaw>

Step Two

- **Completed Application**

Leave *nothing* blank.

- MUST have at least one ticket or reference number listed.
- You may obtain this information by calling 311.
- Must have an HMIS #

Applicant Information
(Must be legible and accurate / leave nothing blank)

Name of Agency _____

Address: _____ AKA's: _____

Birth: _____ SS# _____

State: _____

☐ Male ☐ Female ☐ Transgender **Veteran** ☐ Yes ☐ No **Disabled**** ☐ Yes ☐ No

Ethnicity: ☐ American Indian/Alaska Native ☐ Hispanic ☐ Non-Hispanic

☐ Asian ☐ Black/African American

☐ Native Hawaiian/Pacific Islander ☐ White

☐ Other _____

**One (1) Case or Reference Number;
(Call 311 to obtain this information)**



Step Three: Community Service Interview

Fill in *only* client's personal information. Leave blank all case numbers, dates and dollar amounts owed, as these will be filled out in court.



City of Houston Municipal Courts COMMUNITY SERVICE INTERVIEW

Case Number(s): _____

(Interview Date)

Last Name _____ First Name _____ Middle Name _____

Date of Birth _____ Age _____ Race _____ Sex _____

Driver's License _____ State _____

Agency/Home Address _____ Agency/Home Telephone _____

This receipt acknowledges that Municipal Courts has received your judicial order with Community Service hours worked for the above referenced case(s). See below for any further action required.

Email these two documents to
smore@homelesshouston.org

Court date will be assigned
within in 24 hours



City of Houston Municipal Courts
COMMUNITY SERVICE INTERVIEW

Case Number(s): _____ (Interview Date) _____

Last Name _____ First Name _____ Middle Name _____

Date of Birth _____ Age _____ Race _____ Sex _____

Driver's License _____ State _____

Agency/Home Address _____ Agency/Home Telephone _____

This receipt acknowledges that Municipal Courts has received your judicial order with Community Service hours worked for the above referenced case(s). See below for any further action required.

Total Amount of financial responsibility: \$ _____
Total number of hours required to satisfy this responsibility: _____

Dept/Agency Referred To _____ Referral Date _____ Start Date _____ Due Date _____

PARTIAL COMMUNITY SERVICE HOURS WORKED RECEIPT

☐ In order for your case to be dismissed, you must either submit the appropriate documentation before or submit documents at the CS Show Cause Hearing as scheduled for Court _____ on _____ at _____.

COMPLETE COMMUNITY SERVICE HOURS WORKED RECEIPT

☐ Your documents have been received by the Municipal Courts. Your case will be dismissed only after it is reviewed and approved by a judge.

Signature of Agency Representative _____ Number Hrs Completed _____ Date _____

Please retain this receipt for your permanent records.

Liaison to the Court _____
Coalition for the Homeless of Houston/Harris County _____



City of Houston Homeless Court



Applicant Information
(Must be legible and accurate / leave nothing blank)

Name of Agency _____

Client Name: _____ AKAs: _____

Date of Birth: _____ SS# _____

ID/DL: _____ State: _____

Sex: ☐ Male ☐ Female ☐ Transgender Veteran ☐ Yes ☐ No Disabled** ☐ Yes ☐ No

Race: ☐ American Indian/Alaska Native Ethnicity: ☐ Hispanic
☐ Asian ☐ Non-Hispanic
☐ Black/African American
☐ Native Hawaiian/Pacific Islander
☐ White
☐ Other

One (1) Case or Reference Number;
(Call 311 to obtain this information)

Zip Code of Last Known Permanent Address: _____ HMIS #: _____

Date Entered Program: _____ Anticipated End Date: _____

Client Contact Information

Address: _____

Phone/ Voice Mail: _____

Email: _____

How else may you be contacted? _____

Staff Contact Information

Name and Position: _____

Phone and Fax: _____

Email: _____

Alternate Contact and phone: _____

To the best of my ability, I have participated in a qualifying program as determined by the referring agency and I have not been charged monies to access the Homeless Court program. Referral to Homeless Court does not automatically result in dismissal of offenses and may result in a court appearance. The judge may determine additional "sentencing" or action needed. Failure to appear or no-contact with Homeless Court, 14 days prior to court may result in additional charges. I give permission to the Coalition for the Homeless of Houston/Harris County to collect and enter information into HMIS about me, which may include demographics, a picture, and services received. I understand that the HMIS is shared with and used by authorized agencies in my community for the purposes such as assessing clients' needs in order to provide better assistance and to improve their current or future situations and reporting data on an aggregate level that does not identify specific people or their personal information.

Client Signature: _____ Date: _____

Agency Rep Signature: _____ Date: _____

Email application and documentation to smore@homelesshouston.org

Promise to Appear

- Write their name and court date on the PTA and give to them to use as a reminder
- Time & Address already listed.



City of Houston Homeless Court



PROMISE TO APPEAR:

I (Print) _____, agree to appear in

Homeless Court at 1400 Lubbock, on (Date) _____
(Look for your court room assignment on monitors in front lobby)

Court is at **4pm** sharp and I am expected to be there 15 minutes prior.
Failure to appear may result in additional charges, arrest and/or exclusion from future Homeless Court dockets.

Signature:

D.O.B.

Things to know

- This is a voluntary program
- Plan to be in court between 30 minutes to 1 ½ hours.
- No hats, cell phones or talking in court.
- *Successful* participation in an **Agency Program** is required
- No one goes into custody relating to the misdemeanor offense
- **ALL** class C misdemeanors are eligible; except parking tickets
- An additional warrant will be issued for not showing for this court date.

THE CITY OF HOUSTON MUNICIPAL COURT,
1400 Lubbock, Houston TX 77002

*** Outside of court; all questions must go thru referring case management. You will have access to a prosecuting attorney and a judge during Homeless Court proceedings.



City of Houston Homeless Court



Now That I Have A Court Date;

- **Arrive Early:** this will allow you time to go through security.
- **Court Date:** show up on the correct date listed on your Promise to Appear. A no-show generates an additional warrant. The courts address and time is listed on your Promise to Appear.
- **Upon Arrival:** check monitors for your name in the front lobby for court room assignment. (Most of the time we are in court room 2)
- **Paperwork:** Look for a Coalition for the Homeless representative prior to court for your paperwork to give to the judge.
- **BRING YOUR COMMUNITY SERVICE LOG**
- **Length of Time:** Expect to be in court 30 minutes to 1½ hours.
- **Questions:** All questions prior to court must go through your case worker. Neither the courts nor the Coalition for the Homeless will be able to answer any questions prior to court. Remember, your case worker is not an attorney and will not be able to answer any legal questions. You will have plenty of time to speak with the Judge and a prosecuting attorney at time of court.
- **NO ONE GOES TO JAIL:** If you have a warrant with the city of Houston, that warrant is lifted at time of court.
- **Money:** If you owe monies to the city of Houston. Judge will give you community service for the money you owe. We define that community service as your work and participation in your program. This includes everything your case manager has told you to do, i.e. classes, 12 step meetings, job search, medical appointments, helping out in the kitchen or clean up at the agency, etc...
- **BRING YOUR COMMUNITY SERVICE LOG**
- **In court:** there is no talking when Judge is on the bench. Turn off your cell phones and gentleman, no hats.
- **Children are Welcome.** However, please control your child's behavior.
- **RELAX:** We know and understand how difficult it is to work a program and exit homelessness. Homeless Court is one small way that your agency, the City of Houston and the Coalition for the Homeless can say "Thank You" for doing all the hard work.





We define Community Service as their work and participation in their program.

- Use this log as a tool to give to your client to document their own participation in their own program.
- This provides a sense of ownership to the hard work they are doing.
- Also, many clients are working more than 1 program.

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- This provides a sense of ownership to the hard work they are doing.
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Agency: _____ Participant: _____

[illegible]

A graphic consisting of a grid of lightbulb icons in various shades of blue, arranged in two columns of five.

THINGS you SHOULD KNOW



- This is 100% voluntary, only submit a referral if they want to resolve their cases.
- Once a court date is set, I can not reschedule. If they do not show, resubmit their paperwork for a new court date.
- Your attendance is not mandatory. However; you are encouraged to attend a docket as it is open to the public and understand what your clients are experiencing.
- Remember to Celebrate all the Hard work that they are doing and remind them that NO ONE goes to jail.

Scot More

HMIS Associate/Homeless Court Administrator

smore@homelesshouston.org

Link to Referral Packet

<https://www.homelesshouston.org/get-help#HomelessCourt>

Success Stories

<https://www.homelesshouston.org/homeless-court-how-one-program-is-changing-lives>

**WHO IS THE
MOST AWESOME
PERSON TODAY?**

