



City of Houston Homeless Court



Referral Process / Things to Know

- ◆ 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 and 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 at this time. If 311 does not have any information on your client, there is no need to make referral.
- ◆ Email these three forms to: **smore@homelesshouston.org**
 1. **Completed Application** Leave *nothing* blank.
 1. MUST have at least one ticket or reference number listed.
 2. You may obtain this information by calling 311.
 2. **Community Service Interview**
 1. (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.)
 3. **Promise to Appear**
 1. Must be signed by client, date filled in by case manager.
- ◆ An additional warrant maybe issued on all no-shows.
- ◆ Incomplete documentation will *not* be accepted.
- ◆ An HMIS # must be provided to submit a name to courts.
- ◆ Case managers will receive an email confirmation within 12 - 24 hours, with client's court date.
- ◆ Participation is voluntary and on a First-Come/First-Serve basis.
- ◆ All client calls and questions will be referred back to their respective case manager.

INSTRUCTIONS & RESPONSIBILITIES FOR REFERRALS

AGENCY RESPONSIBILITIES /Screening Process - Participants who express interest in applying for Homeless Court will be screened by the agency case manager or staff member to determine potential eligibility. Individuals must meet the following requirements:

- ***Person must be homeless.***
- ***Person must be living at or participating at an agency that serves the homeless population..***
- ***Person believes she/ he has unresolved misdemeanor offense(s) filed with the City of Houston Municipal Courts.***
- ***Person must be willing to stay in contact with agency staff and work with the court until her/ his case is resolved.***



City of Houston Homeless Court



Ineligible Participants - If a determination is made that the participant is ineligible, explain to him/her the reason. If the participant may become eligible in the future, let him/her know the expected date when he/she will meet the criteria and invite him/her to apply at that time.

Eligible Participants - If the participant appears potentially eligible, proceed with the application process.

Please only refer applicants who can show the Court that they have strived to improve their situation through successful program participation. Agency staff should determine that an individual is ready to take advantage of the opportunity that Homeless Court offers and is prepared to move forward in their life.

Application Process - Case managers need assist interested individuals:

- There should already be an established client case file. The file should have documentation of the client's program participation. It can be the same file used for regular agency operations.
- Provide the application and consent forms to the participant.
- A participant may receive assistance in completion of the application but s/he must sign on their own.

Submitting the Application:

1. Make sure that the spelling of the name and date of birth are accurate, along with any aliases (AKA) used.
2. Complete one page application and Community Service Interview form. Keep originals on file.
3. Completed documentation should be faxed to the Homeless Court coordinator at the Coalition for the Homeless for submission to the court. *Incomplete applications will not be considered. **Be aware that referral to Homeless Court does not automatically result in dismissal of an offense. The judge may determine additional "sentencing" or action needed.***

Follow Up: The Court will determine eligible participants. The Coalition will coordinate and make contact to the resolution of the matter. It is the responsibility of the client to keep in touch with the provider agency.



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
☐ Asian
☐ Black/African American
☐ Native Hawaiian/Pacific Islander
☐ White
☐ Other

Ethnicity: ☐ Hispanic
☐ Non-Hispanic

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, 24hrs 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



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 Houston



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



Community Service Log****

Agency: _____ Participant: _____

Date	Activity	Hours	Initials

Client Signature: _____ Date: _____

Staff Signature: _____ Date: _____

Page: _____ of _____

*** Use to record your "Participation and Meetings" with your program(s) and bring to court.



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.