

JUVENILE COURT  
POLICY/PROCEDURE

**SELF-DISQUALIFICATION**

POLICY

Self-disqualifications in juvenile cases may be made as needed without the approval of the Chief Judge.

PROCEDURE

The form used for purposes of substitution will be the same form used for disqualification. Upon a decision by a judge to disqualify himself/herself:

1. The form is to be completed by the Branch and submitted to the District Court Administrator so that a new judge can be drawn.
2. The Court Administrator's office will generate the order effectuating the change of judge and send the order to the branch, and branch staff will send out the copies of this order to the interested parties in the case.
3. As is done in substitutions, a tab for the judge disqualifying himself/herself will be placed in the substitution pool.
4. Juvenile court administrative staff shall enter the disqualification event onto the CCAP system.