

JUVENILE COURT  
POLICY/PROCEDURE

**PARTY APPEARANCES WHEN DOUBLE-SCHEDULED**

POLICY

As much as possible, the Court will calendar cases in a way that minimizes the conflict(s) of time for parties involved in the system (i.e. attorneys and social workers).

However, in the event of being expected to be in more than one court at a time, the following priorities for appearance shall govern attendance:

1. Trial (for worker, only when under subpoena)
2. Any contested matter when notification has occurred more than three weeks in advance
3. The Judge scheduled for conducting Juvenile hearings on that day
4. The Commissioner scheduled for conducting Juvenile hearings on that day
5. The Judge conducting hearings not scheduled on his/her normal juvenile schedule
6. The Commissioner conducting hearings not scheduled on their normal juvenile schedule

PROCEDURE

In cases in which parties know about their conflict in advance they should make attempts to arrange alternate coverage, arrange alternate plans, and/or attempt to resolve the conflict prior to the time of the hearings as may be necessary to avoid delaying action on either/any case(s). In cases in which the conflict remains, the parties are expected to notify the Branch/Juvenile Office of the conflict and inform the court of their whereabouts as the cases come before the court.