

JUVENILE COURT  
POLICY/PROCEDURE

**PARENT ATTENDANCE AT HEARINGS**

POLICY

The assigned Social Worker, parent's attorney and court have certain responsibilities for notifying or arranging for parents to attend court hearings, though adjudicated parents have the ultimate responsibility to know when there are hearings and to make arrangements to be able to appear.

PROCEDURE

DCDHS Social Workers will have the responsibility to arrange for parents to appear at Temporary Physical Custody hearings in CHIPS/Delinquency cases or Plea hearings in CHIPS/Delinquency cases where there was no prior emergency custody hearing.

Courts send written notice and provide verbal notice to parents for subsequent hearings. Social Workers will remind parents of upcoming hearings and if they are aware that a parent has moved, they attempt to communicate with them at their new location. If Social Workers become aware of a change of address, they will update the parties/attorneys and the court when they file any paperwork with the court or they attempt to do so through some other method.

When a legal parent is incarcerated in the Dane County Jail, Social Workers have the responsibility to contact the Bailiff's Office to alert them to the need for the parent to appear for all hearings. Social Workers are able to notify the Bailiff's office as soon as they become aware of an upcoming hearing.

When a legal parent is held in an institution other than the Dane County Jail, and the parent has been approved for an attorney, the parent's attorney has the primary responsibility to alert the appropriate staff to the need for the parent to appear for all hearings. If an attorney is not assigned, DCDHS has the responsibility to make these arrangements.