

MINUTE-TAKING STANDARDS

WHAT SHOULD BE IN COURT MINUTES: (see examples on Page 2)

- Time case called
- Appearances (if not in person, “appeared by Zoom” or “appeared by videoconferencing”)
- Court reporter name OR Unmonitored DAR (if no court reporter)
- Any jail sanctions given
- Motions for termination from treatment court
- Court’s ruling regarding termination
- Next appearance date, based on local practice

WHAT SHOULD NOT BE IN COURT MINUTES:

Personally Identifiable Information

- Confidential treatment information (Ex: treatment reports, drug testing results, medication information, assessment results)
- Social Security number: use "Soc. Sec. No." field only
- Driver's License number: use "Dr. License No." field only
- Date of Birth: use "Date of Birth" field only
- Bank/savings account numbers
- Security codes, passwords, charge card numbers
- References to defendants being housed at specific mental health/treatment facilities

Extraneous Comments

- Judges’ personal notes or comments
- Court staff personal information or comments

TREATMENT COURT HISTORY EVENT CODES:

NOTE: Treatment court hearings should be docketed in the underlying criminal case. A GF may be created to complete scheduling and clerking activities for out-of-county treatment court cases only.

Minute Taking

- **TCH - Treatment Court Hearing:** Use TCH for recording minutes, following guidelines outlined above.

The following treatment court related history event codes should be used as standalone docket entries and are necessary for data tracking purposes. No additional text is required for these event codes:

- **ADTC - Adult Drug Treatment Court Accepted**
- **OWITC - OWI Treatment Court Accepted**
- **HYTC - Hybrid Treatment Court Accepted**
- **FTC - Family Treatment Court Accepted**
- **HITC - Health Infant Treatment Court Accepted**
- **JTC - Veterans Treatment Court Accepted**
- **MHTC - Mental Health Treatment Court Accepted**
- **OTHTC – Other Treatment Court Accepted**
- **TRCC - Treatment Court Completed**
- **TRCT - Treatment Court Termination**
- **TCHJ - Treatment Court Jail Sanction**

MINUTE-TAKING STANDARDS

EXAMPLES OF STANDARD DOCKET ENTRIES:

Example 1: Standard Treatment Court Hearing

01-04-2021 Treatment Court Hearing (TCH)

10:30 a.m., Case called. Def John Smith appears. Treatment court team appears. Def remains compliant with the program. Treatment Court Hearing scheduled for February 3, 2021 at 10:15 am.

Example 2: Non-Jail Sanction

07-16-2025 Treatment Court Hearing (TCH)

10:45 a.m., Case called. Def John Smith appears. Treatment court team appears. Based on non-compliance, the Court orders a non-jail sanction. Treatment Court Hearing scheduled for February 3, 2021 at 10:15 am.

Example 3: Jail Sanction

07-16-2025 Treatment Court Hearing (TCH)

10:45 a.m., Case called. Def John Smith appears. Treatment court team appears. Def waives sanction hearing. 24-hour jail sanction imposed for the reasons stated on the record. Def remanded to the custody of the Sheriff. Treatment Court Hearing scheduled for February 3, 2021 at 10:15 am.

07-16-2025 Treatment Court Jail Sanction (TCHJ)

Example 4: Administrative Discharge

10-10-2020 Treatment Court Hearing (TCH)

9:00 a.m., Case called. Def John Smith appears. Treatment court team appears. Discussion on record re: administrative discharge. Due to defendant's unavailability for treatment court, court administratively discharges defendant. Defendant can reapply for treatment court if still eligible once released from HOC.

10-10-2020 Treatment Court Termination (TRCT)

Example 5: Termination

04-04-2023 Treatment Court Hearing (TCH)

11:00 a.m., Case called. Def John Smith appears. Treatment court team appears. Statement by parties re: non-compliance with treatment court. Defendant is terminated from treatment court for reasons stated on the record.

04-04-2023 Treatment Court Termination (TRCT)

Example 2: Graduation

02-03-2021 Treatment Court Hearing (TCH)

10:15 a.m., Case called. Def John Smith appears. Treatment court team appears. OWI treatment court graduate. Completed all terms and conditions of program. Jail portion is modified to actual time served in custody of 37 days. Any remaining jail time is permanently vacated and the JOC is amended accordingly.

02-03-2021 Treatment Court Completed (TRCC)