

“Other Side” Workgroup Recommendations – [Juvenile/CHIPS](#)

The Other Side Workgroup has identified three phases of strategies:

1. **Short Term Strategies** – strategies to employ now and during mostly remote work for employees and judges
2. **Transitional Strategies** – strategies to employ as we are transitioning to/from remote work to full capacity in court locations where there is no “Stay at Home” order, but social distancing protocols are likely still in place
3. **Long Term Strategies** – strategies to employ on the “other side” of the pandemic when employees and judges are at full capacity in court locations

During initial meetings, only short-term and some transitional strategies were identified.

Short Term (Now) Strategies & Actions

Strategies	Statewide Actions	Local Actions
<ol style="list-style-type: none"> 1. No expansion of in-person CHIPS or Juvenile hearings at this time. 		
<ol style="list-style-type: none"> 2. Seek input from County Attorneys Association, CJI Leadership, State Public Defenders Office, and County Administrators on initial transition plan for expanding remote work on CHIPS cases. <p>Share juvenile case strategies with criminal case stakeholder group.</p>	<p>Convene a call with partners and MJB (include Legal, IT, CSD, Supreme Court designee, 2 District Court Judges (metro and non-metro)) to discuss the following:</p> <ol style="list-style-type: none"> 1. Share plans to begin remote hearings (via video or audio conference) in the short term 2. Communicate strategies being considered on the transition phase and seek feedback (e.g. expanding hours, remote hearings, and expanded specialization by judicial officers, expansion of in-person with social distancing protocols, etc.) <ol style="list-style-type: none"> 1. Criminal Case Stakeholders: Expand plea petition via mail for juvenile cases. 	
<ol style="list-style-type: none"> 3. Defining statewide remote hearing definition and minimum standards for CHIPS cases. 	<p>For CHIPS cases, remote hearings can be held via multiple types of technology, including but not limited to ITV, video conference via WebEx, Virtual Meeting Room (VMR), Zoom, or telephone.</p> <ul style="list-style-type: none"> • The parties and attorneys do not need to be visible to the judge (can join via phone). 	<p>Selecting the right technology solution for the hearing type (e.g. whether lobby/waiting room is needed).</p>

“Other Side” Workgroup Recommendations – [Juvenile/CHIPS](#)

	<p>Deploy survey of employees and judges to assess remote hearing experience (including audio, video, how many hearings can reasonably be done in a day, are participants understanding directions, able to access technology, resolve the matter, etc.)</p> <p>Participants and other interested parties are allowed to appear remotely as well.</p> <p>CJI Lead Judges should develop plans to overcome barriers to access to participate in hearings remotely (e.g. phones, satellite locations).</p>	<p>Local CJI Teams collaborate with judges and court administration to establish remote hearing standards and communicate those to court customers.</p>
<p>4. Expand remote hearings in CHIPS case types, the following priority order:</p> <ul style="list-style-type: none"> a. Admit/Deny b. Reschedule hearings that were put on hold with the Pandemic code. c. All non-testimonial CHIPS hearings where parties have the technology necessary 	<p>Detailed information should be provided in the court notice about the remote hearing.</p> <p>Distribute statewide script for remote hearings, other best practices</p> <p>Expand outreach and communication efforts statewide, including through social media, bar association, community groups.</p>	<p>Develop a prioritization plan for remote hearing calendars, communicate these priorities to partners. Specific hearing times should be provided, as feasible.</p> <p>Expand outreach and communication efforts with local agencies, community groups, about process changes once strategy and local details are clearer.</p>
<p>5. Provisional Appointment of Parental Attorney in advance of EPC hearing</p>	<p>Apply for attorney at the EPC hearing to confirm their eligibility going forward.</p>	
<p>6. Schedule CHIPS hearings at specific times rather than mass calendar calls.</p>	<p>Provide information on how to keep confidential hearings limited to the necessary and appropriate parties & participants.</p>	<p>Each district/court establish calendaring protocols that meet this standard.</p>
<p>7. Ask parties to contact their court-appointed attorney at least 3 days in advance of the hearing to prepare.</p>	<p>Add language to notice of hearing that attorneys and parents/clients should contact each other at least 3 days (not 7 days) prior to the hearing. .</p>	

“Other Side” Workgroup Recommendations – [Juvenile/CHIPS](#)

<p>8. Conduct or expand paper process reviews, as feasible, of:</p> <ul style="list-style-type: none"> a. Post-permanency reviews b. Intermediate Disposition Hearings (IDH) reviews c. Voluntary Placement 	<p>Intermediate Disposition Hearings (IDH) reviews via paper, at the discretion of the judge, with opportunity to hold via remote hearing.</p> <p>Communicate a template paper review process based on the current Dakota County process.</p>	
<p>9. Set up Remote Hearing support center for court customers to contact if they are experience issues.</p>	<p>Set up support center</p>	<p>Update documentation with information on statewide support center.</p>
<p>10. Defining statewide remote hearing definition and minimum standards for juvenile cases.</p>	<p>For juvenile cases, remote hearings can be held via multiple types of technology, including but not limited to ITV, video conference via WebEx, Virtual Meeting Room (VMR), or Zoom. The minimum standards for a remote juvenile hearing should meet the following criteria:</p> <ul style="list-style-type: none"> • The juvenile and a parent must be visible to the judge. • Those joining the remote hearing must have a confidential line to ensure only appropriate parties/participants have joined. • The attorneys do not need to be visible to the judge (can join via phone). <p>Deploy survey of employees and judges to assess remote hearing experience (including audio, video, how many hearings can reasonably be done in a day, are participants understanding directions, able to access technology, resolve the matter, etc.)</p>	<p>Selecting the right technology solution for the hearing type (e.g. whether lobby/waiting room is needed).</p>
<p>11. Expand administrative plea petition process. Increase use of mailed-in plea petitions for delinquency gross misdemeanors and misdemeanors or juvenile traffic with remote hearings, as necessary, to accept</p>	<p>Create statewide checklist for judges to clarify process for juveniles on mailed-in plea petitions.</p>	

“Other Side” Workgroup Recommendations – [Juvenile/CHIPS](#)

plea and hold sentencing hearing, and issue sentencing order.		
12. Continue in-person and remote hearings in juvenile case types for high priority juvenile cases.	<p>Detailed information should be provided in the court notice about the remote hearing.</p> <p>Distribute statewide script for remote hearings, other best practices</p> <p>Expand outreach and communication efforts statewide, including through social media, bar association, community groups.</p>	Continue outreach and communication efforts with local agencies, community groups, about process changes once strategy and local details are clearer.

Transitional (transitioning back to workplaces) Strategies

The current presumption is that this “transitional” time period begins when the Governor’s Stay at Home order expires. The current presumption is that this is in early May.

1. Continue to do remote hearings and leverage what we’ve learned in the mostly-remote phase. Encourage as much to be resolved remotely as possible.
 - a. Explore relieving judges who are CHIPS case experts of other case types so that they can focus on CHIPS cases
 - b. Explore leveraging senior judges¹ who are CHIPS case experts to help with backlog
 - c. CJJ Teams should explore strategies for staffing calendars to address backlog efficiently, including considering late afternoon/evening remote calendars, as well as new filings

2. Prioritize CHIPS cases by hearing types for ramping up in-person hearings that require people to be present considering:
 - a. Contested hearings with testimony, TPR trials, CHIPS trials, contested placement hearings
 - b. Social distancing maintained in the courtroom as recommended by public health officials
 - c. Consider mixture of in-person and remote participants and other interested parties for hearings
 - d. Districts can leverage the Pandemic Dashboard to start to predict the number of calendars needed to address backlog and reschedule hearings canceled due to the pandemic. This should be provided to the CJJ Teams to assist in their planning.

¹ There may be challenges with willingness of senior judges coming into the courthouse or participating remotely if they do not have the equipment at home.

“Other Side” Workgroup Recommendations – [Juvenile/CHIPS](#)

3. Continue paper process paper reviews, as feasible, of:
 - a. Post-permanency reviews
 - b. Intermediate Disposition Hearings (IDH) reviews (Intermediate Disposition Hearings (IDH) reviews via paper, at the discretion of the judge, with opportunity to hold via remote hearing)
 - c. Voluntary Placement
4. Expand use of Hearing Officers, Referees, Judge specialization to expedite case resolution in juvenile petty offenses and traffic offenses
 - a. Expand beyond county (regionally/statewide)
 - b. Planning for this should begin now to prepare and address potential barriers
5. Prioritize juvenile cases by hearing types for ramping up in-person hearings
 - a. Contested hearings with testimony, EJJ, evidentiary hearings, speedy court trials
 - b. Social distancing maintained in the courtroom
 - c. Consider mixture of in-person and remote participants for hearings
 - d. Districts can leverage the Pandemic Dashboard to start to predict the number of calendars needed to address backlog
6. Expand hours to address juvenile backlog
 - a. Consider late afternoon/evening remote calendars
 - b. Leverage school ITV technology for truancy hearings (may be longer-term strategy)

Long Term (Other Side) Strategies & Actions

Not yet discussed by the workgroup.