



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
SITTING AS THE JUVENILE COURT -- DEPENDENCY DIVISION

Procedure for Use of Psychological Evaluation/Assessment Orders

Effective February 5, 2007, the Court will implement the use of specific local forms for ordering psychological and related assessments and evaluations for children (form JC-E\327) and parents (form JC-E\326) in Dependency Court. The templates will be posted on the Court's Web site and also be provided via hardcopy or electronic copy upon request.

1. All parties requesting a court order for an evaluation/assessment shall bring to the hearing a proposed order and a minimum of two copies (one for Department of Health and Human Services (DHHS), one for the party requesting the order). The final order will be distributed to remaining parties in the normal distribution/ mailing process.
2. The moving party shall advise all parties at calendar call of the impending request and provide the proposed order to the court.
3. The Court upon receiving an evaluation/assessment request for a child, unless otherwise ordered, shall continue the case one week for DHHS to provide an oral report as to all of the following:
 - Date and results of last psychological evaluation, if any;
 - Date and results of last psychiatric evaluation or assessment, if any;
 - Status of child's current participation in mental health services;
 - DHHS assessment, if not the requesting party, of the need for evaluation or assessment; and,
 - Types of mental health treatment provided in past two years.
4. Once the matter is returned to Court for a ruling, the court shall hear any final arguments on the request.
5. The judicial officer, if ordering an assessment/evaluation, shall complete the JC-E\326 or the JC-E\327 form.
6. The clerk shall keep the original document and shall provide conformed copies to the original requestor and to the DHHS court officer before the close of the court session.
7. The clerk shall process the order for distribution with the hearing minute order as normal procedure dictates.
8. The DHHS court officer will insure the order is transmitted to the case carrying social worker for immediate action consistent with the order. DHHS shall not wait for the hearing minute order to be received prior to initiating the ordered evaluation or assessment.

Contact: Please direct any questions to Joan Keim, Operations Manager of the Juvenile Dependency Court at (916) 875-3479.