**Memorandum of Agreement**

**between the**

**District \_\_\_ District Court Judge’s Office**

**and the**

**\_\_\_\_ County Clerk of Superior Court’s Office**

**and the**

**District\_\_\_\_\_ Guardian ad Litem Program**

**and the**

**\_\_\_\_ County Department of Social Services**

This Memorandum of Agreement (MOA) is entered by and between the District Court Judge’s (DCJ) Office, the Clerk of Superior Court’s (CSC) Office, the District Guardian ad Litem (GAL) Program, and the County Department of Social Services (DSS) (collectively, the Parties).

**A. Purpose**

This MOA shall establish a method of routine information and data sharing practices between the DCJ, CSC, GAL, and DSS in accordance with statutes governing the confidentiality of juvenile court information.\*\* Specifically, it addresses JWise reports about pending orders; whether statutory time standards in juvenile abuse, neglect, dependency and termination of parental rights cases were achieved; and Court Improvement Program reports related to timeliness of these cases. The Parties agree that the purpose of this information sharing is to enable adherence to the North Carolina General Statutes and improve the performance of juvenile court so that safety, permanency, and well-being for each child is achieved in a fair and timely manner.

**B. Method of Exchange**

The following Reports shall be shared in the following manner (select all that apply):

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Report** | **Person Responsible to Print Report** | **Method of Hand- Delivery To:** | **Frequency of Report Delivery** |
| **Entry of Order Due Report** (Generates each week—available on Thursdays) | * Clerk’s Office
* Judicial Staff
* Family Court Staff
* GAL Staff
* Other: \_\_\_\_\_
 | * Juvenile Judge(s) with pending orders
* All Juvenile Judges
* Chief District Court Judge
* DSS representative
* Other: \_\_\_\_\_\_\_

  | * Every Thursday
* Every other Thursday
* Other: \_\_\_\_\_\_\_
 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Time Standard Reports** | **Person Responsible to Print Report** | **Method of Hand- Delivery TO:** | **Frequency of Report Delivery** |
| **Adjudication Hearings**  | * Clerk’s Office
* Judicial Staff
* Family Court Staff
* GAL Staff
* Other: \_\_\_\_\_
 | * Juvenile Judge(s) with pending orders
* All Juvenile Judges
* Chief District Court Judge
* DSS representative
* Other: \_\_\_\_\_\_\_
 | * Monthly Batch Report
* Each Month *On-Demand Report* for the previous 12 months
* Other: \_\_\_\_\_\_\_
 |
| **Disposition Hearings**  | * Clerk’s Office
* Judicial Staff
* Family Court Staff
* GAL Staff
* Other: \_\_\_\_\_
 | * Juvenile Judge(s) with pending orders
* All Juvenile Judges
* Chief District Court Judge
* DSS representative
* Other: \_\_\_\_\_\_\_
 | * Monthly Batch Report
* Each Month *On-Demand Report* for the previous 12 months
* Other: \_\_\_\_\_\_\_
 |
| **First Permanency Planning Hearings**  | * Clerk’s Office
* Judicial Staff
* Family Court Staff
* GAL Staff
* Other: \_\_\_\_\_
 | * Juvenile Judge(s) with pending orders
* All Juvenile Judges
* Chief District Court Judge
* DSS representative
* Other: \_\_\_\_\_\_\_

  | * Monthly Batch Report
* Each Month *On-Demand Report* for the previous 12 months
* Other: \_\_\_\_\_\_\_
 |
| **CIP Report for Measure 1-First Permanency Hearing**  | * Clerk’s Office
* Judicial Staff
* Family Court Staff
* GAL Staff
* Other: \_\_\_\_\_
 | * Juvenile Judge(s) with pending orders
* All Juvenile Judges
* Chief District Court Judge
* DSS representative
* Other: \_\_\_\_\_\_\_

  | * Each Month *On-Demand Report* for the previous 12 months
* Other: \_\_\_\_\_\_\_
 |
| **CIP Report for Measure 2-Subsequent Permanency Hearing**  | * Clerk’s Office
* Judicial Staff
* Family Court Staff
* GAL Staff
* Other: \_\_\_\_\_
 | * Juvenile Judge(s) with pending orders
* All Juvenile Judges
* Chief District Court Judge
* DSS representative
* Other: \_\_\_\_\_\_\_

  | * Each Month *On-Demand Report* for the previous 12 months
* Other: \_\_\_\_\_\_\_
 |
| **CIP Report for Measure 3-Permanency Achieved**  | * Clerk’s Office
* Judicial Staff
* Family Court Staff
* GAL Staff
* Other: \_\_\_\_\_
 | * Juvenile Judge(s) with pending orders
* All Juvenile Judges
* Chief District Court Judge
* DSS representative
* Other: \_\_\_\_\_\_\_

  | * Each Month *On-Demand Report* for the previous 12 months
* Other: \_\_\_\_\_\_\_
 |
| **CIP Report for Measure 4-Time to First TPR Filing**  | * Clerk’s Office
* Judicial Staff
* Family Court Staff
* GAL Staff
* Other: \_\_\_\_\_
 | * Juvenile Judge(s) with pending orders
* All Juvenile Judges
* Chief District Court Judge
* DSS representative
* Other: \_\_\_\_\_\_\_

  | * Each Month *On-Demand Report* for the previous 12 months
* Other: \_\_\_\_\_\_\_
 |
| **CIP Report for Measure 5-Time to TPR Order Entered** | * Clerk’s Office
* Judicial Staff
* Family Court Staff
* GAL Staff
* Other: \_\_\_\_\_
 | * Juvenile Judge(s) with pending orders
* All Juvenile Judges
* Chief District Court Judge
* DSS representative
* Other: \_\_\_\_\_\_\_
 | * Each Month *On-Demand Report* for the previous 12 months
* Other: \_\_\_\_\_\_\_
 |

**C. Term of Agreement**

This MOA will be effective as of the date of the last signature below and shall continue until terminated by the Parties.

**D. Revisions**

Revision of this MOA may be made upon the approval of all Parties and shall become effective upon the date of agreement.

**E. Confidentiality**

Signatories of this MOA agree to take precautions to ensure that juveniles’ confidential information is not shared with stakeholders that should not be receiving it. All confidential and identifying information (i.e., juvenile’s name, case number, date of birth, etc.) shall be redacted before reports are disseminated. All signatories agree to properly destroy printed reports after their intended use.

**F. Distribution of Signed Memorandum of Agreement**

Once the MOA is signed, please ensure all signatories receive a final copy. Please forward a signed copy to Kiesha D. Crawford, Court Improvement Program Manager, via email at Kiesha.D.Crawford@nccourts.org or US mail at PO Box 2448, Raleigh, NC 27602.

**G. Signatures**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Chief District Court Judge

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Clerk of Superior Court

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

District Administrator of Guardian ad Litem Program

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Director of the Department of Social Services

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title