

**COURT-APPOINTED JUVENILE DELINQUENCY
EXPERT PANEL**

**POLICIES AND PROCEDURES
FOR EXPERTS**



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO**

Effective July 1, 2010
(First Amended July 30, 2010)

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SECTION 1: Introduction

The Superior Court of California, County of Sacramento (hereafter known as “Court”) recognizes the important role medical and psychological experts (hereafter known as “Experts”) play in the adjudication of minors in the juvenile justice system. The Court is cognizant of the fact that a minor’s developmental, mental and/or physical condition may become a major factor in its decision making and that these factors affect the procedural and substantive rights of the minor. Services provided by our medical and psychological Experts are an integral part of the judicial process.

The important role these Experts play in the process necessitates that this Court adopt the following Policies and Procedures, regarding the use of qualified Experts who provide services to the Court in juvenile court proceedings. This set of procedures establishes a uniform and systematic process to govern the appointment of and performance by Experts. The Court, in recognition of the importance of the services provided by these Experts and of the need for uniform standards to govern the process, hereby adopts these policies and procedures.

SECTION 2: Advisory Review Committee

2.1 Purpose

The Presiding Judge of the Juvenile Court shall appoint an Advisory Review Committee to assist in the initial selection of the Court-Appointed Juvenile Delinquency Expert Panel (hereafter known as “Expert Panel”) and to review and report on the performance of the Experts selected. The Committee will also provide or recommend training for the Experts and meet at least on a quarterly basis.

2.2 Membership

The Advisory Review Committee shall be comprised of the following representatives:

- (a.) Judicial Officer of the Juvenile Court
- (b.) Supervising Deputy District Attorney, Juvenile Division
- (c.) Supervising Assistant Public Defender, Juvenile Division
- (d.) Defense Attorney, Conflict Criminal Defenders, Juvenile Division
- (e.) County Mental Health Liaison to Juvenile Court
- (f.) A psychologist or psychiatrist representative from the Sacramento County Psychological/Psychiatric Association, Forensic Division
- (g.) A representative from the Probation Department, Juvenile Court Services
- (h.) A representative from Alta California Regional Center, Forensic Specialist
- (i.) Other persons designated by the Presiding Judge of the Juvenile Court

2.3 Subcommittee to Advisory Review Committee

A subcommittee consisting of three (3) members from the Expert Panel shall be

formed to provide peer review of expert reports. The subcommittee members will be elected by their peers and serve for one year. These members shall also serve on the Advisory Review Committee described in section 2.0 following the selection of the Expert Panel.

2.4 Duties and Responsibilities

The Advisory Review Committee shall assist the Presiding Judge of the Juvenile Court in the following ways:

- (a.) Participate in and provide recommendations for the selection of the Experts to be appointed to the Juvenile Court Appointed Expert Panel. Such recommendations shall be based on credentials, experience, and the minimum standards for Juvenile Court Appointed Experts defined at Section 3.0 herein;
- (b.) Attend quarterly meetings to address issues, concerns or changes affecting the expert appointment process and to discuss changes in the law relating to psychological or medical evaluations;
- (c.) Assist the Court with annual training for the Experts on the Expert Panel; and
- (d.) Monitor the quality and timeliness of reports submitted by the Experts by reviewing reports submitted by judicial officers and counsel.

SECTION 3: Minimum Standards for Experts¹

The following are the minimum qualifications an applicant must have to be considered for appointment to the approved Expert Panel.

3.1 Psychiatrists

- (a.) A doctorate in medicine from an accredited medical school;
- (b.) Proof of licensure as a physician by the Medical Board of California;
- (c.) Successful completion of a residency in psychiatry along with education and experience in child or adolescent forensic evaluation and/or evaluation or treatment of children/adolescents. The applicant must provide the following:
 - i. Documentation of substantial experience in performing forensic evaluations on children/adolescents;
 - ii. If limited or no experience with children/adolescents, a statement explaining qualifications for performing evaluations on children/adolescents;
- (d.) At least two (2) years of experience in the diagnosis and treatment of emotional and mental disorders with emphasis on child/adolescent treatment;
- (e.) Documentation, if any, of completion of a forensic fellowship or internship; and
- (f.) Proof of liability insurance.

¹ Additional qualifications may become necessary as the law changes.

3.2 Clinical Psychologists

- (a.) A doctorate in psychology from an accredited university or professional school;
- (b.) Proof of licensure as a psychologist by the State of California Board of Psychology;
- (c.) A minimum of two (2) years supervised graduate level experience specializing in the diagnosis and treatment of emotional and mental disorders of children/adolescents. The expert must provide the following:
 - i. Documentation of substantial experience in performing forensic evaluations on children/adolescents;
 - ii. If limited or no experience with children/adolescents, a statement explaining qualifications for performing evaluations on children/adolescents; and
- (d.) Proof of liability insurance.

3.3 Expert Qualifications for the Evaluation of Minors as to Certain Sex Offenses Appointments for the evaluation of minors for disposition following a sustained petition² for certain sex offenses must meet all of the requirements outlined in Sections 3.1 or 3.2 above and demonstrate significant education, experience, training, and expertise in the evaluation and/or treatment of sex offenders.

SECTION 4: Application for Appointment to Expert Panel

Application for appointment to the Expert Panel shall be by the following procedures:

4.1 Required Documentation

An Expert wishing appointment to the Expert Panel shall submit all of the following in his/her application packet:

- (a.) Applicant's curriculum vitae;
- (b.) A copy of applicant's license to practice;
- (c.) Proof of the applicant's malpractice insurance;
- (d.) A copy of applicant's valid driver's license;
- (e.) A list of his/her professional training in conducting forensic and other evaluations;
- (f.) A listing of his/her substantial experience in conducting forensic or other evaluations;
- (g.) A listing of his/her substantial experience in conducting forensic or other evaluations of children/adolescents;
- (h.) A listing of his/her substantial experience in the treatment of children/adolescents;
- (i.) A statement of the areas of expertise and willingness to accept

² The juvenile Court Expert Panel shall be advised that minors are never "convicted" of an offense in juvenile court, nor do they plead "guilty". Our terminology is that if the charge is found true, the Petition is sustained. A minor may admit or deny the charge, but does not ever plead guilty or not guilty.

- appointments (competency, sex offenses, neurological, etc.);
- (j.) A sample competency/general disposition, or disposition of sex offense evaluation report completed by the expert; and
- (k.) A completed application form provided by the Juvenile Court.

4.2 Interview of Potential Expert Panel Member

Once the application and required documentation is received, if the applicant meets the minimum qualifications, an interview may be scheduled whereby the Advisory Review Committee will ask questions of the potential Expert and also discuss court procedures.

4.3 Advisory Review Committee Recommendation

After a thorough review of the application, the Advisory Review Committee shall make its recommendation in writing to the Presiding Judge of the Juvenile Court, as to which applicants should be appointed to the Panel. The Presiding Judge will make appointments to the Expert Panel in his /her discretion.

SECTION 5: Court Appointments for Evaluation of Minors

5.1 Process for Appointing an Expert

Experts shall be appointed based on a schedule maintained by the Court.

5.2 Appointment by the Court

A Judicial Officer shall make the appointment of an Expert for a psychological evaluation of a minor from the list of approved Experts.

5.3 Notification of Appointment

When the Expert is appointed by the Juvenile Court to evaluate a minor, the courtroom clerk shall immediately contact the Expert by telephone or email.

The courtroom clerk shall provide to the Expert the court's order for appointment which will include the following information:

- (a.) The type of appointment (competency/general disposition or disposition of sex offense);
- (b.) Whether the report is for the court or to be submitted under seal to the indicated defense attorney;
- (c.) The date the report is due;
- (d.) Names of counsel; and
- (e.) Court department and judicial officer.

The Expert shall also receive the following relevant collateral material regarding the minor:

- (a.) Police reports;
- (b.) Current probation reports, if applicable;
- (c.) Documents or reports relating to school records, if available;

- (d.) Medical and/or Mental Health records, if available; and
- (e.) Any other documents provided by the Court.

SECTION 6: Evaluation Reports

All reports shall be completed on a timely basis and shall comply with the format as set forth below.

6.1 Report Contents

The report should contain, but not be limited to, the following information:

- (a.) Minor's name and Court case number;
- (b.) The date the Court ordered the report to be returned;
- (c.) The type of evaluation;
- (d.) Place, date, and duration of the interview and examination;
- (e.) Identification of all records and collateral materials reviewed or interviews conducted;
- (f.) If applicable, a list of the psychological tests administered;
- (g.) A statement showing that the minor was informed of the purpose of the evaluation and that it is not confidential under doctor/patient privileges;
- (h.) Indication of pertinent social, developmental, legal, mental health, substance abuse or sexual history;
- (i.) Description of the psychiatric/psychological or medical evaluation; and,
- (j.) Discussion of the findings and a statement of the conclusions and recommendations. The Expert's conclusion/opinion must be definitive and clearly stated, for example, "The minor is/is not capable of understanding the nature of the proceedings," and why.

6.2 Addressing Legal Issues

Reports should answer the specific questions asked by the Court, along with supporting rationale. The Expert shall not include their opinion of the truth or falsity of the allegations in the Petition against the minor nor opine as to the credibility of any potential witness.

6.3 Conclusions

All reports submitted must demonstrate reasoned conclusions.

6.4. Interview Length

The interview of the minors shall be of a length that would allow the examiner to adequately support the conclusions made in the report. Interviews of less than 45 minutes duration should be justified in the report.

6.5 Report Length

Although reports require no minimum or maximum length, reports while comprehensive, should not be excessive in length.

6.6 Definition of Report Terminology

Complex psychological ideas and terms should be defined and explained in the body of the report rather than left standing with the assumption they are common knowledge.

6.7 Submission of Interview Notes

Experts shall preserve their interview notes and promptly provide said notes to minor's counsel and the prosecuting attorney upon request.

SECTION 7: Submission of Reports

7.1 Submitting the Report

All evaluation reports by the Experts shall be addressed to and mailed to the judicial officer who ordered the evaluation report. The Experts shall also mail a copy of the report to the prosecuting attorney, defense counsel and to the Probation Department concurrently.³

7.1.2 The addresses for the Court, counsel and Probation Department are as follows:

B.T. Collins Juvenile Center
Honorable name of appointing judge/referee
Attention Department _____
9605 Kiefer Boulevard
Sacramento, CA 95827

Sacramento County Public Defender, Juvenile Center
Attention: *Name of Counsel*
9605 Kiefer Blvd.
Sacramento, CA 95827

Sacramento County District Attorney, Juvenile Center
Attention: *Name of Counsel*
9805 Goethe Rd.
Sacramento, CA 95827

Conflict Criminal Defenders, Juvenile Center
Attention: *Name of Counsel*
9605 Kiefer Blvd.,
Sacramento, CA 95827

Sacramento County Probation Department

³ In the rare circumstance where special handling of the report needs to be made, the Court shall provide the instructions on its minute order.

Court Services Unit
9603 Kiefer Blvd.
Sacramento, CA 95827

7.2 Time Standards for Receipt of Expert's Reports

- 7.2.1 Submission of Reports – Unless otherwise ordered by the Court, all reports are to be received by the Clerk of the Court or Counsel by the due date specified in the Court's order.
- 7.2.2 Late Reports – Although reports should never be submitted late, the court understands that under extraordinary circumstances, delays occur. In that event, the Expert must submit a memo to the Court before the report due date articulating the reasons for the anticipated delay.

SECTION 8: Remuneration of Expert

8.1 Fees For Report

The fee schedule for all court-ordered evaluations from Juvenile Court is \$100 per hour for all types of evaluations; not to exceed \$750.

Requests for fees in excess of \$750 require prior written approval of the Court. The Expert shall include in the request for approval an explanation as to the basis for additional fees.

8.2 Submitting Claims

- 8.2.1 Use of Form - The Expert shall submit all claims to the Court for any service rendered on the designated claim form (Attachment 1) provided by the Court. Any claim not submitted on the standard form will be returned without payment.
- 8.2.2 Claim Submission - The Expert shall send the claim for services along with the report directly to the judicial officer's department that ordered the evaluation (see address information in section 7.1.3).
- 8.2.3 Claim Information - The claim should contain the following information:
- (a.) The minor's name and court case number;
 - (b.) The dates of the appointment and submission of the report;
 - (c.) The duration of the evaluation, including time interviewing the client, reviewing collateral materials scoring and interpreting psychological tests (if applicable), and writing the report; and
 - (d.) If additional fee charges are requested (due to the complexity of the case), and prior approval was not obtained, the Expert must explain why the additional fees are justified. The judicial officer shall have

the discretion to approve or deny the additional fees.

SECTION 9: Removal of Expert from the Expert Panel

9.1 Requests for Removal

All requests for removal of an Expert from the approved Expert Panel shall be submitted in writing to the Presiding Judge of the Juvenile Court. All such requests for removal shall include a statement of the facts upon which the request is made and all supporting documentation. The Presiding Judge of Juvenile Court shall forward the request to the Advisory Review Committee who will have 60 days to review the request and make a recommendation to the Presiding Judge of the Juvenile Court.

9.2 Justification for Removal

In deciding the removal of an Expert from the Expert Panel, the Presiding Judge of the Juvenile Court may consider, but is not limited to any of the following:

- (a.) Consistently late reports;
- (b.) Deficiency in report quality;
- (c.) Loss of objectivity;
- (d.) Professional impropriety;
- (e.) Criminal conduct;
- (f.) Commission of perjury;
- (g.) Expert failure to meet requirements specified in section 6.0 through 7.2.;
- (h.) Failure to testify to opinion and conclusions in an appropriate and professional manner; or
- (i.) Failure to perform his/her duties and responsibilities in a professional manner.

9.3 Temporary Suspension

The Presiding Judge of the Juvenile Court may order the temporary suspension of an Expert which will become effective immediately. Such action by the Presiding Judge of the Juvenile Court shall be in connection with a judicial officer's or individual's request for removal of the Expert from the Panel.

9.3.1 Notification of Temporary Suspension - When the Presiding Judge of the Juvenile Court orders a temporary suspension of an Expert, he/she shall notify all judicial officers of the action to prevent further appointment of the Expert pending the outcome. The Court shall then solicit the Expert Panel to fill any appropriate scheduled slots.

9.4 Notification to Expert Regarding Request for Removal

Upon receipt of the Request for Removal, the Presiding Judge of the Juvenile Court shall notice the Expert of the filing of the complaint against him/her. The Expert being investigated shall have the opportunity to submit a written defense to the Presiding Judge of Juvenile Court who shall forward the defense to the

Advisory Review Committee within fourteen days of the mailing of the notice.

9.5 Review of Request

All requests for removal of an Expert, which are submitted to the Presiding Judge, will be referred to the Advisory Review Committee and will be reviewed at its next scheduled meeting. All judicial officers in the Juvenile Court will receive a copy of the Advisory Review Committee's final recommendation.

9.6 Advisory Review Committee Recommendation

After a thorough review of the request in 60 days, the Advisory Review Committee shall make its recommendation in writing to the Presiding Judge of the Juvenile Court.

9.7 Decision by the Presiding Judge of the Juvenile Court

Based on these recommendations, the Presiding Judge of the Juvenile Court shall make the final determination on removal at his/her discretion.

SECTION 10: Reinstatement of Expert

10.1 Application Process

Any individual who was removed from the Expert Panel may apply with the Advisory Review Committee for reinstatement by following the procedures stated below:

- (a.) Submit an application after one year from the date of removal from the Expert Panel;
- (b.) Follow the same procedures as set forth for new applicants as stated in Section 4.0 above;
- (c.) Title the application "APPLICATION FOR REAPPOINTMENT;" and,
- (d.) Describe efforts to remedy reason for initial removal.

In an Application for Reappointment, the Expert may request an appearance at the meeting to speak in support of his/her application. Each Application for Reinstatement will be reviewed and acted upon at the next meeting of the Advisory Review Committee.

10.2 Decision of the Advisory Review Committee

The recommendation by the Advisory Review Committee on the Application for Reappointment shall be submitted to the Presiding Judge of the Juvenile Court. Upon reviewing the decision of the Committee's recommendation, the Presiding Judge of the Juvenile Court shall make a determination in his or her discretion.

10.3 Decision by the Presiding Judge of the Juvenile court

The decision by the Presiding Judge of the Juvenile Court shall be final.

SECTION 11: Types of Court Appointed Examinations

- 11.1 Current Mental Competence to Stand Trial (CRC 5.645(d))
For the purpose of CRC 5.645(d), a minor is mentally incompetent to stand trial if as a result of a mental disorder, developmental disability, or developmental immaturity, the minor is unable (a) to understand the nature of the proceedings, or (b) to assist counsel in the conduct of a defense in a rational manner (*Timothy J. v. Superior Ct.* (2007) 150 Cal.App.4th 847; see also Pen. Code § 1367).
- 11.2 Evaluation of a Minor for Disposition
The Court may order an evaluation of a minor to assist the Court in determining the appropriate disposition, treatment or rehabilitation needs of the minor. The Court order will contain a list of the questions to be answered and discussed by the Expert in the report.
- 11.3. Evaluation of Minors for Disposition Following a Sustained Petition for Certain Sex Offenses
The Court may order an evaluation of a minor for purposes of determining the appropriate disposition, treatment and rehabilitation of the minor. The Court's order will contain a list of the questions to be answered and discussed by the Expert in the report. (See Penal Code Section 288.1).
- 11.4 Other Expert Evaluations
The Court may order other types of medical, neurological, psychiatric or psychological evaluations as permitted by law and for the care of the minor. In such a case, the Court will specify the purpose of the evaluation and the questions to be answered by the Expert in its order appointing the Expert.

SECTION 12: Examining Minors

- 12.1 Sacramento County Youth Detention Facility
When you are appointed by the Court to examine a minor who is held in the Youth Detention Facility (AKA Juvenile Hall), you will be directed to conduct your interview/assessment at the Juvenile Hall Visitor Center. You may either schedule an appointment or walk-in during visiting hours. You must present valid identification to see the minor. Additional guidelines, location and hours of operation can be found on the Probation Department's Web site at the following address: <http://www.probation.saccounty.net/Home/Content.aspx?TID=206>.
- 12.2 In the County Jail
When you are appointed by the Court to examine a minor who is held in the County Jail at 651 I Street, Sacramento, adherence to the following guidelines

will ensure expedited jail staff processing in scheduling, facilitating, and completing court ordered jail visits, interviews, and consultations by psychiatrists, psychologists, and other Experts, which are necessary to prepare and complete judicially mandated reports and evaluations, and to help insure such reports and evaluations are submitted by the court ordered deadlines.

NON-CONTACT VISITS: Monday-Friday, 7:00 AM – 11:00 PM
Main Jail Front Counter, (916) 874-5711

CONTACT VISITS: Monday-Friday, 8:00 AM – 5:00 PM
Line-up Officer, (916) 874-7295

PROBLEM RESOLUTION: For any difficulties associated with this Process, please call the Main Jail Executive Officer, (916) 874-5455.

ADVANCE NOTICE AND APPOINTMENTS ARE NEEDED FOR CONTACT VISITS. When calling to schedule an appointment for a contact visit, please specify you are acting pursuant to a court order and on deadline. Request a specific date and time for your contact visit appointment, along with the type of space needed to conduct your visit, interview, or consultation. You may schedule contact visits to take place at any time between 8:00 AM and 5:00 PM, Monday through Friday, by telephoning the Main Jail Line-up Officer at (916) 874-7295, also between 8:00 AM and 5:00 PM.

ADVANCE NOTICE IS NOT NEEDED FOR A NON-CONTACT VISIT FOR SOCIAL OR CONFIDENTIAL PURPOSES WITH TELEPHONE COMMUNICATION. You must specifically request a confidential area. Call to schedule these visits to take place at any time between 7:00 AM and 11:00 PM, Monday through Friday, by telephoning the Main Jail Front Counter at (916) 874-5711, between 8:00 AM and 5:00 PM.

FOR EXPEDITED ENTRY when arriving for your visit, interview, or consultation, enter the Main Jail lobby and proceed directly to the “Law Enforcement/Attorney” line. Inform the security officer at the desk of your identity and purpose, including that your visit, interview, or consultation is judicially ordered. **MAIN JAIL STAFF WILL ASSIST YOU IN EVERY WAY POSSIBLE TO COMPLETE YOUR COURT ASSIGNMENTS, BOTH CONVENIENTLY AND QUICKLY.**

ANY DIFFICULTIES RELATING TO VISITATION PROCESSES MAY BE PROMPTLY RESOLVED BY CONTACTING THE MAIN JAIL EXECUTIVE OFFICER at (916) 874-5455, or by going directly to the supervisor on duty at the time you make contact with Main Jail staff at the front counter in the main lobby.

12.3 Minors Out-of-Custody

Minors who are not in custody will be ordered to contact your office to make an

appointment for an evaluation. The Court shall also provide your office with the minor's contact information.

12.4 Minors Out-of-Custody – Alternative Appointment Locations

The Court shall provide two alternative locations to hold appointments for minors who are not in custody:

- (1) Juvenile Court Resources, 9603 Kiefer Blvd., Sacramento, CA 95827; call (916) 875-4202 to arrange space and time; or
- (2) Juvenile Courthouse, 9605 Kiefer Blvd., Sacramento, CA 95827, call (916) 875-5686 to arrange space and time.

SECTION 13.0 COMMUNICATIONS

13.1 Applications, Inquiries and Correspondence

Inquiries and all correspondence from Experts regarding procedures, appointments, and other matters relating to their responsibilities or status shall be addressed to:

Juvenile Court Administration
9605 Kiefer Blvd.
Sacramento, CA 95827
(916) 875-5686

Attachment 1



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
SITTING AS THE JUVENILE COURT

Claim for Psychiatrist/Psychologist/Physician Fees

Case Information	1. Case Name:		2. Case No.:																
	3. Heard before Judicial Officer:		4. Department:																
	5. Date Ordered:																		
6. Evaluation Type:																			
<input type="checkbox"/> A. Dispositional Evaluations (non-CAPS), including Penal Code 288.1 Evaluations, etc. (Welfare & Institutions Code § 741), County expense;																			
<input type="checkbox"/> B. Child Adolescent Psychiatric Services (CAPS), California Rules of Court, Rule 5.645(a), County expense; or																			
<input type="checkbox"/> C. Competency, California Rules of Court, Rule 5.645(d), Court expense.																			
I was appointed by the above-named judicial officer to conduct a psychological evaluation and to prepare a written report for the Court pursuant to Section 730 of the Evidence Code.																			
Claim Information	7. I request a total fee in the amount of:		8. Number of hours claimed (attach detailed statement):																
	\$ _____																		
	Please provide the following information on your attached billing statement (see sample below):																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Date</th> <th style="width: 50%;">Worked Performed</th> <th style="width: 30%;">Hours</th> </tr> </thead> <tbody> <tr> <td>February 2, 2007</td> <td>Evaluation of Minor and Parents</td> <td style="text-align: center;">3.5</td> </tr> <tr> <td>February 14, 2007</td> <td>Preparation of Report</td> <td style="text-align: center;">1</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Hours</td> <td style="text-align: center;">4.5</td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Amount Requested (at \$100 per hour)</td> <td style="text-align: center;">\$450.00</td> </tr> </tbody> </table>					Date	Worked Performed	Hours	February 2, 2007	Evaluation of Minor and Parents	3.5	February 14, 2007	Preparation of Report	1	Total Hours		4.5	Total Amount Requested (at \$100 per hour)		\$450.00
Date	Worked Performed	Hours																	
February 2, 2007	Evaluation of Minor and Parents	3.5																	
February 14, 2007	Preparation of Report	1																	
Total Hours		4.5																	
Total Amount Requested (at \$100 per hour)		\$450.00																	
Doctor Information	9. Name:		10. Vendor No.:		11. Telephone No.:														
	12. Address:																		
	13. Signature:			14. Date:															
_____ Signature of Doctor																			
For Court Use Only	15. Court Administration Comments:																		
	16. Fees are approved in the sum of:																		
\$ _____ Judge of the Superior Court _____ Date _____																			