

# **Contra Costa County Homeless Court Frequently Asked Questions (FAQ)**

## **Who is eligible?**

- The client must be currently homeless or have been homeless at the time the citation was issued.
- The client must have been receiving services to help them become self-sufficient (case management at a shelter, substance abuse, transitional living program, independent living skills, etc.) for at least 90 days at the time of the referral.
- A client cannot refer him/herself to Homeless Court.
- Only the agency at which they have been receiving these services may refer the client to Homeless Court.
- If the client was seen at a Homeless Court in another county but still has tickets in Contra Costa County, they may request that county's Homeless Court program to submit an inter-county referral so that their cases can be addressed in this county.

## **How do I refer my client to Homeless Court?**

- Fill out a Homeless Court [referral form](#)
- Write a Letter of Advocacy, on agency letterhead, which confirms that their client has been receiving services and has been in full compliance with your program for at least ninety days, and is ready for the next step toward self-sufficiency.
- Email or referral form and letter to [homelesscourt@hsd.cccounty.us](mailto:homelesscourt@hsd.cccounty.us) or fax to 925-608-6741

## **What kinds of tickets will be addressed?**

- Infractions only. No misdemeanors, felonies, parking tickets or DUIs.
- Tickets must originate from Contra Costa County only.

## **Why is it taking so long for my client to be scheduled to Homeless Court?**

- Only 50 referrals are submitted per month to the Superior Court and referrals are processed on a first-come, first-served basis.
- Depending on volume of referrals received, the wait list can be anywhere from 1-3 months.

## **How will my client be notified that s/he is scheduled for Homeless Court?**

- The Homeless Court Coordinator will notify the case manager (not the client) that their client is scheduled by email (or by telephone if case manager does not have an email address).
- Notification will be given to the case manager at least 2 weeks prior to Homeless Court.
- Case managers are requested, but not required, to appear with their client at Homeless Court.

## **Can I just send my client to Homeless Court if I think they are scheduled?**

- NO!
- If the case manager has NOT been notified, the client is NOT scheduled.
- Please do not instruct a client to appear without receiving notification from our office that they are scheduled.

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