



CONTRA COSTA HEALTH

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cchealth.org

CONTRA COSTA COUNTY | HOMELESS COURT INFORMATION & FREQUENTLY ASKED QUESTIONS (FAQ)

ABOUT

Homeless Court is a special court session designed for people experiencing homelessness, or who previously experienced homelessness, to resolve outstanding court infractions.

Currently, Homeless Court Sessions are held *monthly*, via **ZOOM**.

ELIGIBLE TICKET / INFRACTION TYPES

- Homeless Court can address infractions only. No misdemeanors, felonies, parking tickets or DUIs.
- Infractions can include certain traffic tickets or citations, moving violations, fare evasion, or other “quality of life” infractions such as unauthorized removal of a shopping cart, sleeping on a sidewalk or bench, etc.
- Tickets/Infractions *must* originate from Contra Costa County, and must be in the court system, to be addressed.
- For misdemeanors or offenses not eligible for Homeless Court; we encourage participants to seek assistance from the Contra Costa Public Defender’s [Re-Entry / Clean Slate Program](#).

PARTICIPANT ELIGIBILITY

- Participants who are **currently homeless OR were homeless at the time the citation was issued**, and meet the following criteria:
 1. have been **receiving services** from a public or community agency to help them become self-sufficient (i.e. Case management from Homeless Service Providers, substance abuse counseling, transitional living program, independent living skills program, etc.) for at least 90 days at the time of the referral.
 2. Are *currently sober / substance-free / in recovery*. If the participant is active in addiction or substance abuse, the court asks that referring agencies wait to submit a Homeless Court Referral. A person active in addiction / substance abuse may be more likely to participate in behaviors that could lead to further tickets/citations, such as driving unsafely, and participants may only be eligible for Homeless Court *one time*.
- 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.

REFERRAL INSTRUCTIONS

- Referrals are accepted from Homeless Service Providers, or any other Community / Public Agency that provides relevant social / behavioral services to their participants. The agency should be able to verify the participants Homeless Status and / or History.
- Only the agency at which the participant has been receiving supportive services may refer the participant.
- A participant cannot refer him/herself to Homeless Court.

SUBMIT THE FOLLOWING DOCUMENTS TO homelesscourt@cchealth.org:

1. Homeless Court [Referral Form](#)
2. **SIGNED Letter, on agency letter head, from referring staff**
 - This letter should specify how long the participant has been enrolled in the program, the goals of the program, and details on the participants engagement in the program such

as: how many hours the client has spent working towards overcoming homelessness, including classes, volunteering at the shelter, providing child care, etc, or anything else the case manager is able to mention about the participant's circumstances, progress toward overcoming barriers, or positive changes in their situations.

3. **SIGNED Letter from Participant** that includes the following:
 - This letter should explain their circumstances, why they would like their infractions resolved by the court, and what steps they have made to overcome homelessness or other barriers they have faced.
 - If there are multiple or frequent infractions, explain what circumstances led to them and *how* they will drive differently or prevent themselves from continuing to participate in behaviors that break the law or lead to infractions.
 - Listing of any classes or programs they have participated in or completed; such as substance abuse treatment, employment readiness programs, parenting classes, case management participation, volunteering, etc.
 - If they have mental or medical diagnosis that impacted their ability to drive, clarification on participation in mental health or other health treatment.
 - If the participant currently cares for a family member, child, parent, or other.
 - Any other relevant information on their situation they would like to share.
4. **Other Supporting Documentation**; such as copies of all certificates, programs, and trainings, if applicable, or anything else that can demonstrate to the court how they have undergone change or made efforts to overcome their situation.

OTHER FREQUENTLY ASKED QUESTIONS:

What happens after I have submitted a completed referral to homelesscourt@cchealth.org?

- Depending on volume of referrals received, the waitlist for homeless court can be anywhere from 1-3 months.
- Referring staff will receive a response from the Homeless Court Coordinator within 5 business days from submitting a referral, which may include the following:
 - confirming receipt of the referral and the DATE of the next available Homeless Court Session that the participant may be scheduled for.
 - OR to request any corrections or missing documentation.

How will a participant be NOTIFIED that they are scheduled for Homeless Court?

- The Homeless Court Coordinator will notify the referring case manager (not the participant) via **email** that their participant is scheduled for Homeless Court.
- Notification will be given *at least* 2 weeks prior to the participants schedule Homeless Court date.
- The notification will include the date, time, and ZOOM link for the Homeless Court Session; Case Managers / referring staff are then responsible for providing this information to the participant.
- If the case manager has NOT been notified, the participant is NOT scheduled. Please do not instruct a participant to appear without receiving proper notification from the Homeless Court Coordinator that they are scheduled.

FOR QUESTIONS, OR TO SUBMIT A REFERRAL:

Lakisha Langston
Homeless Court Coordinator
homelesscourt@cchealth.org
(925) 608-6700

8.25.2023