

**JUVENILE DEPENDENCY COURT PROTOCOL
EMERGENCY, URGENT AND NON-URGENT
REQUESTS FOR MEDICAL/DENTAL AND PSYCHOTROPIC
MEDICATION ORDERS**

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**Part I.
Medical and Dental Orders**

I. Definitions

Medical/Dental Care

When the term “Medical/Dental care” is used in this procedure, it is referring to administration of medical, surgical, dental or other remedial care. See Part II for authorization of psychotropic medication.

Emergency Medical/Dental Care

When a child requires immediate emergency medical surgical or other remedial care in an emergency situation, that care may be provided by a licensed physician or surgeon, or if dental care by a licensed dentist **without a Court order** and upon authorization by a social worker. See Welfare and Institutions Code §369(d). “Emergency situation means a child requires immediate treatment for the alleviation of severe pain or an immediate diagnosis and treatment of an unforeseeable medical, surgical, dental, or other remedial condition or contagious disease which if not immediately diagnosed and treated, would lead to serious disability or death.” Welfare and Institutions Code §369(d).

Urgent Medical/Dental Care

The Court defines the term “urgent” to mean that the social worker has *less than* 2 hours before treatment must occur to secure judicial authorization, or the request is made after hours, on a weekend or holiday and Court approval cannot wait until the next judicial day. Therefore the social worker has insufficient time or an inability to secure the signed forms and present them to the Court. See Forms: Social Worker’s Declaration Re: Medical, Surgical or Dental Care (form CS 192); Physician Declaration Re: Medical, Surgical or Dental Care, (form CS 193); Request for Court Order Authorizing Urgent or Non-routine Medical, Surgical, or Dental Care (form CS 194); Order Authorizing Urgent or Non-routine medical, Surgical or Dental Care (form CS195). See Part II for psychotropic medication forms.

Non-Urgent Medical/Dental Care

In non-urgent situations the social worker has sufficient time, at least 2 hours, to complete the necessary declarations and secure judicial authorization.

II. Court Protocol for Securing Urgent Authorization Orders

A. Dependent Child During Working Hours

1. The DHHS representative shall obtain from the physician or dentist a statement as to the nature of the urgent treatment, any risks or side effects, and the consequences of the failure to treat the child.

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2. The DHHS representative shall reduce to writing the physician's or dentist's oral statement.
3. The DHHS representative shall telephone the home court department to which the child's case is assigned.
4. The DHHS representative shall explain to the clerk the need for an urgent medical or dental authorization and request the judicial officer be interrupted for the authorization.
5. The DHHS representative is to remain on the telephone until the judicial officer comes to the telephone.
6. If the judicial officer is not available, the DHHS representative shall call the on-call judicial officer's department and request to speak to the on-call judicial officer. If the on-call judicial officer is away from the department, the clerk shall attempt to locate the on-call judicial officer. If unable to do so, the clerk shall request an on-site judicial officer's assistance. If no judicial officer is available:
 - a. The clerk shall obtain from the DHHS representative a telephone number for the on-call judicial officer to immediately contact the DHHS representative;
 - b. The clerk shall call the County Operator at 875-5000 or 875-6900 and request the County Operator contact the on-call judicial officer and provide to the County Operator the telephone number of the DHHS representative for the judicial officer to call;
 - c. The DHHS representative shall remain by a specified telephone to await the on-call judicial officer's call;
 - d. The on-call judicial officer shall call the DHHS representative.
7. The DHHS representative shall read verbatim to the judicial officer the statement obtained from the physician or dentist as to the nature of the urgent treatment, any risks or side effects, the consequences of the failure to treat, and include the following additional information on the child:
 - a. The child's name, age and if the child has been placed in protective custody;

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- b. That the parent, legal guardian or person standing in loco parentis is unavailable, is not capable or is unwilling to authorize the urgent medical/dental care, and the physician or dentist will not attend to the care without court intervention;
 - c. The specific times and dates that contact with the parent, legal guardian or person standing in loco parentis was attempted.
8. The judicial officer shall authorize or deny the requested treatment.
9. If the judicial officer orally authorizes the treatment, the DHHS representative shall complete the forms entitled “Request for Court Order Authorizing Urgent or Non-Routine Medical, Surgical or Dental Care” (CS194) and “Order Authorizing Urgent or Non-Routine Medical, Surgical or Dental Care” (CS195) and indicate that the order was orally authorized by judicial officer (name) and the date and time authorized.
10. The DHHS representative shall file by 4:00 p.m. the following day, in the Court department of the judicial officer who authorized or denied the treatment the following documents:
- a. The “Request for Court Order Authorizing Urgent or Non-Routine Medical, Surgical or Dental Care” (form CS194);
 - b. The “Social Worker’s Declaration Re: Urgent Medical, Surgical or Dental Care” (form CS192) and the verbatim statement the DHHS representative obtained from the physician or dentist and read to the judicial officer over the telephone in support of the urgent authorization.
 - c. The “Order Authorizing Urgent or Non-Routine Medical, Surgical or Dental Care” (form CS195).

Note: The Court will *not accept* for filing a copy of the “Physician’s Declaration re: Medical, Surgical, or Dental Care” (form CS193); for an urgent authorization that was *not* the document read verbatim to the judicial officer over the telephone. If the DHHS representative read form CS193 verbatim to the judicial officer, then the “Social Worker’s Declaration” shall so state and shall have attached the form CS193.

B. Non-dependent Child During Working Hours

1. The DHHS representative shall obtain from the physician or dentist a statement as to the nature of the urgent treatment, any risks or side effects, and the consequences of the failure to treat the child.

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2. The DHHS representative shall reduce to writing the physician's or dentist's oral statement.
3. The DHHS representative shall determine which judicial officer is on-call by checking the "On-Call Dependency Referee Schedule" provided by the Court to DHHS on a bi annual basis, or by contacting the Dependency Reception at 875-3450.
4. The DHHS representative shall call the on-call referee's Court department.
5. The DHHS representative shall explain to the clerk the need for an urgent medical authorization and request the judicial officer be interrupted for the authorization.
6. DHHS representative shall remain on the telephone until the judicial officer comes to the telephone.
7. If the on-call judicial officer is away from the department, the clerk shall attempt to locate the on-call judicial officer. If unable to do so, the clerk shall request an on-site judicial officer's assistance. If no judicial officer's is available:
 - a. The clerk shall obtain from the DHHS representative a telephone number for the on-call judicial officer to immediately contact the DHHS representative;
 - b. The clerk shall call the County Operator at 875-5000 or 875-6900 and request the County Operator contact the on-call judicial officer and provide to the County Operator the telephone number of the DHHS representative for the judicial officer to call;
 - c. The DHHS representative shall remain by a specified telephone to await the on-call judicial officer's call;
 - d. The on-call judicial officer shall call the DHHS representative.
8. The DHHS representative shall read verbatim to the judicial officer the statement obtained from the physician or dentist as to the nature of the urgent treatment, any risks or side effects, the consequences of the failure to treat, and include the following additional information on the child:

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- a. The child's name, age, and if the child has been placed in protective custody;
 - b. That the parent, legal guardian or person standing in loco parentis is unavailable, is not capable or is unwilling to authorize the urgent medical/dental care and the physician or dentist will not attend to the care without court intervention;
 - c. Specific times and dates that contact with the parent, legal guardian or person standing in loco parentis was attempted.
9. The judicial officer shall authorize or deny the request.
10. If the judicial officer orally authorizes the request, the DHHS representative shall complete the forms entitled "Request for Court Order Authorizing Urgent or Non-Routine Medical, Surgical or Dental Care (form CS194) and "Order Authorizing Urgent or Non-Routine Medical, Surgical or Dental Care" (form CS195) and indicate that the Order is orally authorized by judicial officer (name) and the date and time authorized.
11. The DHHS representative shall file by 4:00 p.m. the following day, in the Court department of the judicial officer who authorized or denied the treatment, the following documents:
- a. The Request for Court Order Authorizing Urgent or Non-Routine Medical, Surgical or Dental Care (form CS194);
 - b. The "Social Worker's Declaration Re: Urgent Medical, Surgical or Dental Care" (form CS192) and the verbatim statement the DHHS representative obtained from the physician or dentist and read to the judicial officer over the telephone in support for the urgent authorization.
 - c. The "Order Authorizing Urgent or Non-Routine Medical, Surgical or Dental Care" (form CS195);
 - d. DHHS shall determine if a WIC 300 petition is to be filed. If a WIC 300 petition is to be filed, it shall be submitted with the detention report and petition (form JV-100 plus attachments) to the Court by 4:00 p.m. the next business day following the judicial officer's Order, along with the above described documents.

Note: The Court will *not accept* for filing a "Physician's Declaration re: Medical, Surgical, or Dental care" (form CS193) for an urgent authorization that was *not* the document read verbatim to the judicial officer over the telephone. If the

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DHHS representative read form CS193 verbatim to the judicial officer, then the “Social Worker’s Declaration” shall so state and shall have attached the form CS193¹.

C. Dependent or Non-dependent Child Emergencies Not During Working Hours

1. The DHHS representative shall obtain from the physician or dentist a statement as to the nature of the urgent treatment, any risks or side effects, and the consequences of the failure to treat the child.
2. The DHHS representative shall reduce to a writing the physician’s or dentist’s oral statement.
3. The DHHS representative shall call the County Operator at 875-5000 or 875-6900 and request to speak to the on-call Juvenile Dependency Judge/Referee concerning the authorization of urgent medical treatment for a child.
4. The DHHS representative shall read verbatim to the judicial officer the statement obtained from the physician or dentist as to the nature of the urgent treatment, any risks or side effects, the consequences of the failure to treat and include the following additional information on the child:
 - a. The child’s name, age, if the child is a dependent or has been placed in protective custody;
 - b. That the parent, legal guardian or person standing in loco parentis is unavailable, is not capable or is unwilling to authorize the urgent medical/dental care, and the physician or dentist will not attend to the care without court intervention;
 - c. Specific times and dates that contact with the parent, legal guardian or person standing in loco parentis was attempted.
5. The judicial officer shall inform the DHHS representative that the request is authorized or denied.
6. The DHHS representative shall communicate the decision of the judicial officer to the physician or dentist. If the physician or dentist is unwilling to accept an oral authorization, the DHHS representative shall prepare a written order

¹ A DHHS representative may utilize the Court’s “urgent” procedures when the child’s treatment needs occur on a weekend or holiday, and while the child’s treatment need is not within the 2-hour “urgent” definition, the child cannot wait until the next judicial day to be treated. In such a case, the DHHS representative may well obtain a written “Physician’s Declaration (form CS193 or (JV 220) and may read it to the judicial officer in support of the authorization.

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meeting the physicians or dentist's specifications and travel to the on-call judicial officer's residence to secure the required signature.

7. The address of the on-call judicial officer shall be provided by the County Operator (875-5000 or 875-6900).
8. The DHHS representative shall file by 4:00 p.m. the following day, in the Court department of the judicial officer who authorized or denied the treatment, the following documents:
 - a. The "Request for Court Order Authorizing Urgent or Non-Routine Medical, Surgical or Dental Care" (form CS194);
 - b. The "Social Worker's Declaration Re: Urgent Medial, Surgical or Dental Care" (form CS192)" and the verbatim statement the DHHS representative obtained from the physician or dentist and read to the judicial officer over the telephone in support of the urgent authorization;
 - c. The "Order Authorizing Urgent or Non-Routine Medical, Surgical or Dental Care" (form CS195);
 - d. DHHS shall determine if a WIC 300 petition is to be filed. If a WIC 300 petition is to be filed, it shall be submitted with the detention report and petition (JV-100 plus attachments) to the Court by 4:00 p.m. the next business day following the judicial officer's order, along with the above described documents.

Note: The Court will *not accept* for filing a Physician's Declaration (form CS193) for an urgent authorization that was *not* the document read verbatim to the judicial officer over the telephone. If the DHHS representative read form CS193 verbatim to the judicial officer, then the "Social Worker's Declaration" shall so state and shall have attached the form CS193.

D. Non-Urgent Request for Medical/Dental Care for Dependent Child

1. The DHHS representative shall obtain from the physician or dentist a statement as to the nature of the required treatment, any risks or side effects and the consequences of the failure to treat the child.
2. The DHHS representative shall deliver the "Physician's Declaration RE: Medical, Surgical or Dental Care" (form CS193), "Request for Court Order Authorizing Urgent or Non-Routine Medical, Surgical or Dental Care" (form CS194) and the "Order Authorizing Urgent or Non-Routine Medical, Surgical

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or Dental Care” (form SC195) to the DHHS court attendant assigned to the child’s home court.

3. The DHHS court attendant shall log receipt of the documents and place the documents in the available attorney basket for attorney review. The documents shall remain no longer than two (2) court days in the courtroom basket awaiting attorney signature.
4. Once signed, or when the two (2) days have lapsed, the court attendant shall deliver the documents to the support clerk in the assigned courtroom for filing.
5. The support clerk shall verify the following information:
 - a. child’s name;
 - b. date of birth;
 - c. physician’s declaration for the request and proposed order.
6. The support clerk shall file stamp the documents.
7. The support clerk shall place the documents into the judicial officer’s in-basket for review and signature.
8. The judicial officer will grant/deny or set the matter for hearing and return the documents to the support clerk.
9. When the request is granted or denied, the support clerk shall process the document as follows:
 - a. conform the copies;
 - b. make two (2) sets of copies from the original;
 - c. place the two (2) copies of the documents in the social worker’s basket for pick-up;
 - d. complete the certificate of mailing;
 - e. send the original documents to the Dependency Support Unit for normal mailing process.
10. If the request is set for hearing, the support clerk shall:
 - a. calendar the matter in the Juvenile Automated System (JAS) (see note below);

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- b. write the hearing date, time and department on the documents;
- c. copy the original to make (1) set of the conformed documents;
- d. provide the moving party with the document(s) so that the noticing as required by statute shall occur.

Note: The matter must be set according to the designated day system. If that home court's designated day is within 1 or 2 days, in order to provide sufficient noticing time, the matter will be scheduled on the following week's designated day.

Part II

Psychotropic Medication Authorizations

I. Definitions

Psychotropic Medication

When the term "psychotropic medication" is used in this procedure, it is referring to administration of prescription medication to treat a psychiatric, emotional or behavioral condition.

Emergency Administration of Psychotropic Medication

When a child requires immediate emergency care in an emergency situation, that care may be provided by a licensed physician **without a court order** and upon authorization by a social worker. See Welfare and Institutions Code §369(d). In the context of psychotropic medication, emergency situation means a child requires immediate treatment for the alleviation of severe pain or an immediate diagnosis and treatment of an unforeseeable psychiatric condition which if not immediately diagnosed and treated, would lead to serious disability or death. See Id.

Urgent Administration of Psychotropic Medication

The Court defines the term "urgent" to mean that the social worker has *less than 2* hours before treatment must occur to secure judicial authorization, or the request is made after hours, on a weekend or holiday and Court approval cannot wait until the next judicial day. Therefore, the social worker has insufficient time and/or an inability to secure the signed forms and present them to the Court. See Form: "Application and Order for Authorization to Administer Psychotropic Medication – Juvenile" (form JV-220).

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Non-Urgent Request for Authorization of Psychotropic Medication

In non-urgent situations the social worker has sufficient time, at least 2 hours, to complete the necessary declarations and secure judicial authorization.

Same Day Request for Authorization of Psychotropic Medication

A “same day” request is a non-urgent request, as the social worker has sufficient time, at least 2 hours, to complete the form and secure judicial authorization. See form “Application and Order for Authorization to Administer Psychotropic Medication-Juvenile” (form JV- 220). However, the child’s need for the medication to alleviate the child’s suffering is such that the judicial decision must be made by 5:00 p.m. on the day the request is received.

“Same day” requests shall not be used in circumstances in which the re-authorization is overdue.

II. Protocol for Securing Urgent Authorization

A. Dependent Child During Working Hours.

1. The DHHS representative shall obtain from the physician a statement as to the nature of the urgent situation, the required medication, any risks or side effects, and the consequences of the failure to treat the child.
2. The DHHS representative shall reduce to writing the physician’s oral statement.
3. The DHHS representative shall telephone the home court department to which the child’s case is assigned.
4. The DHHS representative shall explain to the clerk the need for an urgent psychotropic medication authorization and request the judicial officer be interrupted for the authorization.
5. The DHHS representative shall remain on the telephone until the judicial officer comes to the telephone.
6. If the judicial officer is not available, the DHHS representative shall call the on-call judicial officer’s department and request to speak to the on-call judicial officer. If the on-call judicial officer is away from the department, the clerk shall attempt to locate the on-call judicial officer. If unable to do so, the clerk shall request an on-site judicial officer’s assistance. If no judicial officer is available:

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- a. The clerk shall obtain from the DHHS representative a telephone number for the on-call judicial officer to immediately contact the DHHS representative;
 - b. The clerk shall call the County Operator at 875-5000 or 875-6900 and request the County Operator contact the on-call judicial officer and provide to the County Operator the telephone number of the DHHS representative for the judicial officer to call;
 - c. The DHHS representative shall remain by the specified telephone to await the on-call judicial officer's call;
 - d. The on-call judicial officer shall call the DHHS representative.
7. The DHHS representative shall read verbatim to the judicial officer the statement obtained from the physician as to the nature of the urgent medication treatment, any risks or side effects, the consequences of the failure to treat, and include the following additional information on the child:
- a. The child's name, age and if the child has been placed in protective custody;
 - b. That the parent, legal guardian or person standing in loco parentis is unavailable, is not capable or is unwilling to authorize the urgent administration of psychotropic medication and the physician will not prescribe or administer the medication without court intervention;
 - c. The specific time(s) and date(s) that contact with the parent, legal guardian or person standing in loco parentis was attempted.
8. The judicial officer shall authorize or deny the requested medication.
9. If the judicial officer orally authorizes the medication, the DHHS representative shall complete the Judicial Council form entitled "Application and Order for Authorization To Administer Psychotropic Medication – Juvenile" (JV-220) and indicate that the order is orally authorized by judicial officer (name) and the date and time authorized.
10. The DHHS representative shall file by 4:00 p.m. the following day, in the Court department of the judicial officer who authorized or denied the authorization for psychotropic medication the following documents:
- a. The "Application and Order for Authorization to Administer Psychotropic Medication-Juvenile" (form JV-220);

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- b. A Social Worker's Declaration stating that the attached document is a copy of the verbatim statement the DHHS representative obtained from the physician and read to the judicial officer over the telephone in support of the urgent authorization. (Pleading paper containing the title, "Social Worker's Declaration RE: Urgent Psychotropic Medication Request" is acceptable).

Note: The Court will *not accept* for filing a copy of the "Application and Order for Authorization to Administer Psychotropic Medication-Juvenile" (form JV-220) for an "urgent" authorization that was *not* the document read verbatim to the judicial officer over the telephone. If the DHHS representative read the "Application and Order for Authorization to Administer Psychotropic Medication-Juvenile" (form JV-220) verbatim to the judicial officer, then the Social Worker Declaration should so state and shall have attached the form JV-220.

B. Non- Dependent Child During Working Hours

1. The DHHS representative shall obtain from the physician a statement as to the nature of the urgent situation, the required medication treatment, any risks or side effects, and the consequences of the failure to treat the child.
2. The DHHS representative shall reduce to writing the physician's oral statement.
3. The DHHS representative shall determine which judicial officer is on-call by checking the "On-Call Dependency Referee Schedule" provided by the Court to DHHS on a bi-annual basis or by contacting Dependency Reception at 875-3450.
4. The DHHS representative shall call the on-call referee's Court department.
5. The DHHS representative shall explain to the clerk the need for an urgent medication authorization and request the judicial officer be interrupted for the authorization.
6. The DHHS representative shall remain on the telephone until the judicial officer comes to the telephone.
7. If the on-call judicial officer is away from the department, the clerk shall attempt to locate the on-call judicial officer. If unable to do so, the clerk shall request an on-site judicial officer's assistance. If a judicial officer is not available:

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- a. The clerk shall obtain from the DHHS representative a telephone number for the on-call judicial officer to immediately contact the DHHS representative;
 - b. The clerk shall call the County Operator at 875-5000 or 875-6900 and request the County Operator contact the on-call judicial officer and provide to the County Operator the telephone number of the DHHS representative for the judicial officer to call;
 - c. The DHHS representative shall remain by the specified telephone to await the on-call judicial officer's call;
 - d. The on-call judicial officer shall call the DHHS representative.
8. The DHHS representative shall read verbatim to the judicial officer the statement obtained from the physician as to the nature of the urgent situation, the required medication treatment, any risks or side effects, and the consequences of the failure to treat, and include the following additional information on the child:
- a. The child's name, age, and if the child has been placed in protective custody.
 - b. That the parent, legal guardian or person standing in loco parentis is unavailable, is not capable or is unwilling to authorize the urgent administration of psychotropic medication and the physician will not prescribe or administer the medication without court intervention.
 - c. Specific times and dates that contact with the parent, legal guardian or person standing in loco parentis was attempted.
9. The judicial officer shall authorize or deny the request.
10. If the judicial officer orally authorizes the request for psychotropic medication, the DHHS representative shall complete the form entitled "Application and Order for Authorization to Administer Psychotropic Medication-Juvenile" (form JV-220) and indicate that the order is orally authorized by judicial officer (name) and the date and time authorized.
11. The DHHS representative shall file by 4:00 p.m. the following day, in the court department of the judicial officer who authorized or denied the treatment, the following documents:

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- a. The Application and Order for Authorization to Administer Psychotropic Medication-Juvenile (form JV-220);
- b. A Social Worker's Declaration stating that the attached document is a copy of the verbatim statement the DHHS representative obtained from the physician and read to the judicial officer over the telephone in support of the urgent authorization. (Pleading paper containing the title, "Social Worker's Declaration RE: Urgent Psychotropic Medication Request" is acceptable).
- c. DHHS shall determine if a WIC 300 petition is to be filed. If a WIC 300 petition is to be filed, it shall be submitted with the detention report and petition (JV-100 plus attachments) to the Court by 4:00 p.m. the next business day following the judicial officer's order, along with the above described documents.

Note: The Court will *not accept* for filing a copy of the "Application and Order for Authorization to Administer Psychotropic Medication-Juvenile" (form JV-220) for an "urgent" authorization that was *not* the document read verbatim to the judicial officer over the telephone. If the DHHS representative read the "Application and Order for Authorization to Administer Psychotropic Medication-Juvenile" (form JV-220) verbatim to the judicial officer, then the Social Worker Declaration should so state and shall have attached the form JV-220.

C. Non-Dependent and Dependent Children Not During Working Hours

1. The DHHS representative shall obtain from the physician a statement as to the nature of the required medication treatment, any risks or side effects, and the consequences of the failure to treat the child.
2. The DHHS representative shall reduce to writing the physician's oral statement.
3. The DHHS representative shall call the County Operator at 875-5000 or 875-6900 and request to speak to the on-call Juvenile Dependency Judge/Referee concerning the authorization of urgent medical treatment for a child.
4. The DHHS representative shall read verbatim to the judicial officer the statement obtained from the physician as to the nature of the urgent medication treatment, any risks or side effects, the consequences of the failure to treat and include the following additional information on the child:
 - a. The child's name, age, if the child is a dependent or has been placed in protective custody;

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- b. That the parent, legal guardian or person standing in loco parentis available, is not capable or is unwilling to authorize the urgent administration of psychotropic medication and the physician will not prescribe or administer the medication without court intervention.
 - c. Specific times and dates that contact with the parent, legal guardian or person standing in loco parentis was attempted.
5. The judicial officer shall inform the DHHS representative that the request is authorized or denied.
6. The DHHS representative shall communicate the decision of the judicial officer to the physician. If the physician is unwilling to accept an oral authorization, the DHHS representative shall prepare a written order meeting the physician's specifications and travel to the on-call judicial officer's residence to secure the required signature.
7. The address of the on-call judicial officer shall be provided by the County Operator (875-5000 or 875-6900).
8. The DHHS representative shall file by 4:00 p.m. the following day, in the Court department of the judicial officer who authorized or denied the medication treatment the following documents:
 - a. The Application and Order for Authorization to Administer Psychotropic Medication-Juvenile (form JV-220);
 - b. A "Social Worker's Declaration" stating that the attached document is a copy of the verbatim statement the DHHS representative obtained from the physician and read to the judicial officer over the telephone in support of the urgent authorization. (Pleading paper containing the title, "Social Worker's Declaration RE: Urgent Psychotropic Medication Request" is acceptable).
 - c. **If the child is not a dependent**, DHHS shall determine if a WIC 300 petition is to be filed. If a WIC 300 petition is to be filed, it shall be submitted with the detention report and Petition (JV-100 plus attachments) to the Court by 4:00 p.m. the next business day following the judicial officer's order, along with the above described documents.

Note: The Court will *not accept* for filing a copy of the "Application and Order for Authorization to Administer Psychotropic Medication-Juvenile" (form JV-220) for an "urgent" authorization that was *not* the document read verbatim to the

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judicial officer over the telephone. If the DHHS representative read the “Application and Order for Authorization to Administer Psychotropic Medication-Juvenile” (form JV-220) verbatim to the judicial officer, then the Social Worker Declaration should so state and shall have attached the form JV-220.

D. Non-Urgent Request for Psychotropic Medication

1. The DHHS representative shall obtain from the physician a signed “Application and Order for Authorization to Administer Psychotropic Medication – Juvenile” (form JV-220)
2. The DHHS representative shall deliver the Application and Order for Authorization to Administer Psychotropic Medication-Juvenile (form JV-220) and a copy of a blank “Opposition to Application for Order for Authorization to Administer Psychotropic Medication-Juvenile (form JV220A) to the DHHS court attendant assigned to that child’s home court.
3. The DHHS court attendant shall log receipt of the documents and place the documents in the available attorney basket for attorney review. The documents shall remain no longer than two (2) court days in the courtroom basket awaiting attorney signature.
4. Once signed, or when the two (2) days have lapsed, the court attendant shall deliver the documents to the support clerk in the assigned courtroom for filing.
5. The support clerk shall verify the following information:
 - a. child’s name;
 - b. date of birth;
 - c. physician’s declaration against the request and order.
6. The support clerk shall file stamp the documents and place the documents into the judicial officer’s in-basket for review and signature.
7. The judicial officer shall approve/deny or set the matter for hearing and return the documents to the support clerk.
8. When the request is granted or denied, the support clerk shall process the document as follows:
 - a. conform the copies;

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- b. make two (2) sets of copies of the original document;
 - c. place the two (2) sets of copies of the original document in the social worker's basket for pick-up;
 - d. complete the certificate of mailing;
 - e. send original document to Dependency Support Unit for normal mailing process.
9. If the request is set for hearing, the support clerk shall:
- a. calendar the matter in the Juvenile Automated System (JAS) in accordance with the home court's designated day (see note below);
 - b. write the hearing date, time and department on the document;
 - c. copy the original to make one (1) set of the conformed documents;
 - d. provide moving party with the document(s) so that the noticing as required by statute shall occur.

Note: The matter must be set according to the designated day system. If that home court's designated day is within 1 or 2 days, in order to provide sufficient noticing time, the matter will be scheduled on the following week's designated day.

E. Dependent Child "Same Day Requests"

1. The DHHS representative shall obtain from the physician a signed "Application and Order for Authorization to Administer Psychotropic Medication – Juvenile" (form JV-220).
2. The DHHS representative shall stamp the words ("Same Day") on the top of the "Application and Order for Authorization to Administer Psychotropic Medication-Juvenile" (form JV-220) and a copy of a blank "Opposition to Application for Order for Authorization to Administer Psychotropic Medication-Juvenile" (form JV220A), and deliver to the support clerk in the court clerk's office of the child's home court.
3. The support clerk shall verify the following information:

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- a. child's name;
 - b. date of birth
 - c. physician's declaration for the request and order.
4. The support clerk shall alert the judicial officer to a "Same Day" request and place the documents into the judicial officer's in-basket for review and signature.
5. The judicial officer shall approve/deny or set the matter for hearing no later than 5:00 pm on the day the request is received.
6. When the request is granted or denied, the support clerk shall process the document as follows:
- a. conform the copies;
 - b. copy original to make two (2) sets;
 - c. call the DHHS representative and inform them that the "Same Day" request has been adjudicated and is ready for pick up. The support clerk is authorized to inform the DHHS representative of the request is denied, approved or set for hearing by telephone;
 - d. place the two (2) copies of the document in the social worker's basket for pick-up;
 - e. complete the certificate of mailing;
 - f. send original document to Dependency Support Unit for normal mailing process.
7. If the request is set for hearing:
- a. The support clerk shall calendar the matter in the Juvenile Automated System (JAS) in accordance with the home court's designated day (see note below);
 - b. write the hearing date, time and department on the document;
 - c. copy the original to make one (1) set of the conformed document;

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- d. provide moving party with the document(s) so that the noticing as required by statute shall occur.

Note: The matter must be set according to the designated day system. If that home court's designated day is within 1 or 2 days, in order to provide sufficient noticing time, the matter will be scheduled on the following week's designated day.