



**Superior Court of the State of Arizona
Pima County Juvenile Court
2225 E. AJO WAY
Tucson, Arizona 85713-6295**

Court Attendance by Incarcerated Parents

The purpose of this protocol is to outline the procedure for ensuring incarcerated parents are able to appear at court hearings, either telephonically or in person.

1. When an intake is called in by CPS, the Intake Specialist will inquire as to whether any parents are incarcerated. If one or more parents are incarcerated, the Intake Specialist will ascertain where they are incarcerated and what their inmate number is. This information will be noted on the intake sheet.
2. When the Dependency Petition is received, the Intake Specialist will double-check the inmate information against the intake sheet. If the CPS worker does not know the incarcerated parent's inmate number at the time of intake, that information should be obtained from the Dependency Petition.
3. The Intake Specialist will fill out the **Order for Inmate to Appear Telephonically for the Preliminary Protective Hearing**. The Intake Specialist will take this form to the Assignment Judge for his/her signature. In the case of multiple incarcerated parents, a separate Order is required for each parent.
4. After the Order is signed, the Intake Specialist will fax the Order to the appropriate State prison. The fax numbers for the AZ State Prison Complexes are located next to the fax machine in the Children and Family Services work room.
5. The Intake Specialist will keep a copy of the faxed Order, along with the confirmation page, and attach it to the intake sheet. The original copy of the Order will go to the Clerk's Office. A copy of the Order will be placed in the assigned attorney's mail box at Juvenile Court.
6. For subsequent hearings, the assigned attorney will prepare the Order for Inmate to Appear Telephonically. Once the Order is signed by the Judge, the attorney will bring the signed Order to the Dependency Unit. The Dependency Unit will fax the signed Order to the corresponding State Prison.
7. For subsequent hearings, the assigned attorney must provide the signed Order one week before the next hearing as required by the Department of Corrections.

NOTE: This protocol applies only for incarcerated parents at AZ State Prisons and the Department of Corrections has agreed to this process.