



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

DISCLOSURE PROCEDURE

The purpose of this procedure is to complete disclosure in a way that is appropriate for each stakeholder and is consistent with the Rules of Procedure for Juvenile Court as well as due process.

- Disclosure by CPS to client/contract attorneys and CASA's will continue as usual, pursuant to the Rules of Juvenile Procedure and District II practice.
- Disclosure to the court and FCRB will include: Psychological, psycho-educational, psychiatric, psycho-sexual, neurological and/or substance abuse evaluations, case plans, home studies, and medical reports; re: allegations for dependency, i.e. intake and discharge summaries.
- The case manager's court report will be disclosed to the FCRB at the same time that it is disclosed to the court and the attorneys for the parties. However, the FCRB will receive their disclosure at the same time as the other parties.
- The first page of all court reports will be date stamped prior to the distribution into the attorney's boxes. The report will be date stamped in a location that is legible and not covered by text.
- A separate envelope/folder for each case will contain copies of the disclosure required by the court.
- The court's disclosure will be removed from the envelope/folder and attached to the court report, prepared for each dependency hearing, and disclosed as a packet to the court within the legal time frame.
- A "Disclosure Log" listing the items attached to the court report will be provided, by CPS, to the client/contract attorneys with their copy of the court report.
- The "Disclosure Log" will provide directions to the client/contract attorneys on how to obtain copies of items attached to the court report, should they be needed, from the Attorney General's Office.
- The "Disclosure Log" will contain a description of what was disclosed by CPS, who it was disclosed to and the date it was disclosed.

- Since the court will no longer be receiving all disclosure, the attorneys will attach all items that should be considered by the settlement judge to the Confidential Settlement Memorandum.