

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
DIRECTIVE

No.	924
Issued:	07/08/03
Post Until:	08/08/03

SUBJECT: COURT REPORT FACE SHEET - HEARING DATE TO BE INCLUDED ON ALL COURT REPORTS

The AFSB Manual indicates that the date of the scheduled court hearing is to be included on the face sheet of all reports being submitted to the court.

In the case of Sentencing Reports (Probation and Sentencing, Pre-Conviction, Post Sentence) a court date is set by the Court and that date is to be used on the face sheet of the report. The hearing date for supplemental reports (Bench Warrant, Progress Reports, etc) is also set by the Court and that date only is to be used on the face sheet of the report.

In the case of some supervision supplemental reports and violation reports, no specific court date is available. The DPO, using a Prob 646 (Notice to Probationer/ Request for Calendar Date), requests a hearing date be set. The hearing date is requested for the "week of" and not for a specific calendar date. When the court report is submitted, along with the Prob 646, the DPO is to show a hearing date on the face sheet of the court report that corresponds with the Monday date of the week in which the report is being calendared. If the DPO is calendaring the matter for the week of July 21, 2003, the date on the court report should be July 21, 2003. The RQDT screen must be updated to reflect the requested court date and CTRD updated to indicate the report has been sent to the Court.

The court calendar clerk may then change the hearing date on the court report to correspond to the actual date set for the hearing.

In all instances where a report is being forwarded to the court, there must be a specific hearing date included on the face sheet of the report.

If there are any questions regarding this Directive, please contact Michael Larquier, Adult Consultant, at (562) 940-2525.



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