

# Youth Court Application for Certification

## Instructions

The Youth Court Diversion Act provides that the Utah Youth Court Board will provide for a process to certify each Youth Court and then to re-certify them every three years. The application is rather detailed although care was taken to simplify the process as much as possible. You will note that most of the information can be placed directly on the application. Where asked to provide letters of support, a suggested form letter has been attached. A checklist has also been provided to ensure that your application is complete when you submit it to the board.

We know that completion of this process will take commitment and time from you. We appreciate your efforts and recognize the burden. By becoming a certified youth court, you will be able to hold yourself out as having complied with the requirements that the State has seen fit to require which will reflect that your youth court conducts its business at a level to meet such requirements.

As a benefit the board will provide a list of certified youth courts to the Board of Juvenile Court Judges, all law enforcement agencies, all school districts, and Utah Prosecution Council.

Please complete all questions in the application. If you answer a question by referring to an attachment, please clearly identify on the answer to the question where in the attachments the information may be found. For instance, "See our policy on page 4 of our Policy and Procedures Manual attached." Also clearly indicate on the attachment what it is.

The Board meets once each quarter (2<sup>nd</sup> Tuesday in January, April, July & October). Your application must be received 30 days prior to a scheduled board meeting in order to be approved at that scheduled board meeting. Once your application is approved, a confirmation letter and certificate will be mailed to the contact listed on your application.

Please mail your completed application to:

Steve Garside  
Layton City Attorney's Office  
437 North Wasatch Drive  
Layton, UT 84041

Your application will not be returned to you. Please keep a copy of your original certification and your re-certification applications for your records.

The Youth Court Certification Application and the Youth Court Diversion Act can be found on the Utah Youth Court Board website [www.youthcourts.utah.gov](http://www.youthcourts.utah.gov).

If you have any questions you may contact:  
Steve Garside at [sgarside@laytoncity.org](mailto:sgarside@laytoncity.org) 801-336-3590.

You may also contact other members of the Youth Court Board. Please leave a daytime and evening phone number where you can be reached.

Sincerely,

Utah Youth Court Board

# Youth Court Application for Certification

1. Provide Information about your program.

Full Name of Youth Court: \_\_\_\_\_

Date your program started: \_\_\_\_\_

Main Contact for Youth Court: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ Evening: \_\_\_\_\_

Geographic area that the youth court services: \_\_\_\_\_

2. Under the Utah Youth Court Diversion Act, each youth court must have a sponsoring entity. A sponsoring entity is any political subdivision of the state, including a school or school district, juvenile court, law enforcement agency, prosecutor's office, county, city or town pursuant to 78A-6-1202(4) or a private non-profit entity pursuant to 78A-6-1209. Please fill out the following regarding your sponsoring entity:

Sponsoring entity name: \_\_\_\_\_

Sponsoring entity address: \_\_\_\_\_

Contact person at sponsoring entity: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please include a letter of support from the sponsoring entity that describes their involvement in your youth court such as the funding level, facility use, oversight or other support, and their willingness to provide assistance pursuant to 78A-6-1209. (A suggested letter is included in your packet).

3. Please set forth your policy regarding parental involvement as required under 78A-6-1204. (You may attach a copy of your policy to comply with this provision)

\_\_\_\_\_  
\_\_\_\_\_

4. Please list the possible dispositional (or sentencing) options that your court offers. Please include classes, work/service learning projects, and other activities that are part of your options. (You may attach a copy of your policy to comply with this provision). Where dispositional options involve outside people or entities, please include letters of support from those entities who sponsor or support your dispositional options. (A suggested letter is included in your packet.) Please refer to 78A-6-1205 for statutory limitations and requirements regarding dispositional options.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Does your youth court presently charge a fee for participation in the court?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how much? \_\_\_\_\_

(Not to exceed \$50.00, see 78A-6-1207)

What provisions does your youth court have to waive this fee in the event the youth is unable to pay it? (You may attach a copy of your policy to comply with this provision.)

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6. Are offending youth in your program charged a fee for classes, counseling, treatment or other educational programs? If so, please set forth what those fees may be.

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7. Who refers offending youth to your court?

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What type of offenses are referred to your court? (You may attach a copy of your policy to comply with this request.) Please refer to 78A-6-1203 for an outline of the types of offenses and referral procedure authorized by statute.

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Please include a letter of support from each referral source indicating their involvement and knowledge of the limitations provided by the statute. A sample letter is included in your packet. Please list (or attach a copy of) policy that you have in place to assure that offending youth are not subjected to dangerous or unreasonable dispositional options.

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8. Please state (or attach a copy of) your screening procedure to assure that you only have appropriate youth before your court. Specifically refer to 78A-6-1202(4) and 78A-6-1203(2)&(3).

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Are there any other safeguards that you have in place to assure that only appropriate youth are before your court (examples would be standardized questions that are asked of the youth in intake procedures, in court, etc.)?

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9. Please list (or attach a copy of) your policy regarding confidentiality of your proceedings and documents obtained for use in your proceedings.

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10. Please list (or attach a copy of) your policy regarding input from victims in your youth court.

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11. Attached are copies of the written documents and forms used by our youth court. We certify that they are true and accurate copies of the forms we are presently using in our court.

See Attachment #: \_\_\_\_\_

12. Please list (or attach a copy of) your policy regarding the selection of volunteer youth who will serve on your court. This should include a statement that you will not discriminate in this process on the basis of race, gender, ethnicity, religion or disability.

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13. Please list (or attach a copy) of your policy for training youth who will serve on your court. If you have training materials that you use, kindly attach a copy of those materials. A minimum of four hours of training is required for all youth who will be acting as lead judges or facilitators in your program.

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14. Name of Adult Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

City, State Zip Code: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_ Evening: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Description of their duties: \_\_\_\_\_

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For each adult who presently works with youth associated with your court on a one-on-one basis, please attach a separate sheet with the following information:

State their full name, current address, date of birth, current telephone number, social security number and a list of their duties and contact with youth in the court. A criminal background check will need to be conducted on any adult who works with youth on a one-to-one basis.

15. If you have any of the following information, please attach it as part of your application, although it is not required:

Any historical reports maintained.

Copies of any statistical reports maintained.

If you have a policy that allows youth participants to obtain school credit for participation as a member of your youth court, please include a copy of that policy.

16. Where do you hold your Youth Court proceedings? Please give the address and describe the physical surroundings.

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17. Statistical Information. In order to measure the effectiveness of Youth Courts, it is necessary for us to assemble non-identifying statistical information. This must be submitted at least annually.

I have read through the Youth Court Act (78-57-101 et seq.) and am familiar with its contents and our Youth Court promises to abide by its requirements. I have the authority to represent the \_\_\_\_\_ (full name of the Youth Court). I further certify that the information contained in this application and attached hereto is true and correct to the best of my information and belief and is to be used by the Utah Youth Court Board as it deems appropriate for certification purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

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For Utah Youth Court Board Use Only

Date Application Received: \_\_\_\_\_

I, \_\_\_\_\_, have reviewed the application for re-certification submitted by the \_\_\_\_\_ dated \_\_\_\_\_ and find the application complete and in compliance with the requirements of the Utah Youth Court Act. I therefore recommend that the Utah Youth Court Board re-certify them accordingly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Date Application was Approved by the Utah Youth Court Board: \_\_\_\_\_

CHECKLIST OF ITEMS TO BE RETURNED WITH YOUR APPLICATION PACKAGE:

- Signed Application
- Letter from sponsoring entity (See #2 of application & proposed letter in packet)
- Letter(s) from entities that provide or assist with sentencing/dispositional options  
(See #4 of application and proposed letter in packet)
- Letter(s) from referral source(s) (See #7 of application and proposed letter in packet)
- Written documents and forms used by our youth court (See #12)
- Names and information regarding adults who work one-on-one with youth associated with  
the court. (See #14 of the application and the proposed form in the packet)
- Policy if referred to in your application.
- Any historical reports maintained. (Optional)
- Copies of any statistical reports maintained.
- Policy that allows youth participants to obtain school credit for participation as a member of  
your youth court.

Please mail your completed application to:

Steve Garside  
Layton City Attorney's Office  
437 North Wasatch Drive  
Layton, UT 84041

If you have any questions you may contact Steve Garside at 801-336-3590 or  
[sgarside@laytoncity.org](mailto:sgarside@laytoncity.org).

PROPOSED LETTER OF SUPPORT FROM SUPPORTING ENTITY

(Date)

Utah Youth Court Board  
Certification Committee  
C/O Utah Attorney General's Office  
236 State Capitol Building  
Salt Lake City, Utah 84111

Dear Youth Court Board:

Re: CERTIFICATION OF (NAME) YOUTH COURT

Please be advised that we are the supporting entity for the \_\_\_\_\_ (Name) Youth Court. We have been provided with a copy of the Utah Youth Court Act and are aware of the provisions of that Act, particularly 78-57-109, and agree to

Oversee the formation of the Youth Court (or they have already helped to form the Youth Court)

Provide assistance with the application for certification from the Youth Court Board; and

Provide assistance for the training of Youth Court members.

We fully support the \_\_\_\_\_ (Name) Youth Court. In addition to the above, we support the Youth Court by (include other support, if any, provided such as facility use, funding, oversight, personnel, copier or other use of supplies, etc.)

In the event that the Youth Court Board needs to contact someone at our office, please contact \_\_\_\_\_ (Name) at \_\_\_\_\_ (Address, telephone, e-mail, fax).

Very truly yours,

DISPOSITIONAL OPTIONS

(Date)

Utah Youth Court Board  
Certification Committee  
C/O Utah Attorney General's Office  
236 State Capitol Building  
Salt Lake City, Utah 84111

Dear Youth Court Board:

Re: CERTIFICATION OF (NAME) YOUTH COURT

Please be advised that we assist the \_\_\_\_\_(Name) Youth Court with the following dispositional options for offending youth that appear before the court: (include the options here such as classes, treatment, supervising service learning opportunities, etc. Please include detail on any fees that are required as part of your service and any other detail that you deem appropriate.)

We are aware that pursuant to 78-57-105, that Youth Courts may not impose a term of imprisonment or detention and may not impose fines, although fees for classes and treatment services may be levied. We also take steps to assure that no youth is subjected to unreasonable or dangerous requirements related to their disposition.

We fully support the \_\_\_\_\_(Name) Youth Court. In the event that the Youth Court Board needs to contact someone at our office, please contact \_\_\_\_\_(Name) at \_\_\_\_\_(Address, telephone, e-mail, fax).

Very truly yours,



REFERRAL SOURCE

(Date)

Utah Youth Court Board  
Certification Committee  
C/O Utah Attorney General's Office  
236 State Capitol Building  
Salt Lake City, Utah 84111

Dear Youth Court Board:

Re: CERTIFICATION OF (NAME) YOUTH COURT

Please be advised that we assist the \_\_\_\_\_(Name) Youth Court by referring offending youth to them. We refer youth to the youth court who have been identified by us as having committed acts which indicate a need for intervention to prevent further development toward juvenile delinquency, but which appear to be acts that can be appropriately addressed outside the juvenile court process.

We have received a copy of the Utah Youth Court Act and are specifically aware of the following:

Youth may only be referred for "minor offenses" as that term is defined in 78-57-102(3), although waivers may be obtained to hear any offense deemed appropriate by the local juvenile probation department and prosecutor.

The youth court process is only for youth who admit their involvement in the offense and who, along with their parent, guardian or legal custodian, freely and voluntarily consent to youth court involvement.

Youth Courts may not exercise authority over youth who are under the continuing jurisdiction of the juvenile court for law violation or who have a matter pending before the court, without the permission of the juvenile probation officer and the prosecuting attorney.

We presently refer the following types of cases to the \_\_\_\_\_(Name) Youth Court:

We fully support the \_\_\_\_\_(Name) Youth Court. In the event that the Youth Court Board needs to contact someone at our office, please contact \_\_\_\_\_(Name) at \_\_\_\_\_(Address, telephone, e-mail, fax).

Very truly yours,

## CRIMINAL BACKGROUND CHECKS

(To be completed on each adult volunteer that works on an individual (one-to-one) basis with youth associated with the youth court.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security No: \_\_\_\_\_

Duties:  
(Include any contact they have with youth related to the court)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_