



**Specialized Domestic Violence Court Docket Program  
Memorandum of Understanding**

**Between**

**Superior Court of California, County of Solano  
And**

**Solano County Office of Family Violence Prevention, LIFT3 Support  
Group, Vacaville Police Department FIRST, the  
Solano County Probation Department, and  
Legal Services of Northern California**

**WHEREAS**, the Superior Court of California, County of Solano, the Solano County Office of Family Violence Prevention, Lift3 Support Group, Vacaville Police Department Family Investigative Response and Services Team (FIRST), the Solano County Probation Department, and Legal Services of Northern California have come together to collaborate and to make an application for the 2010 Court Training and Improvements grant; and

**WHEREAS**, the partners listed below have agreed to enter into a collaborative agreement in which the Superior Court of California, County of Solano will be the lead agency and named applicant and the listed agencies will be partners in this application; and

**WHEREAS**, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

**WHEREAS**, the application prepared and approved by the collaborative through its partners is to be submitted to the Office on Violence Against Women on or before February 9, 2010;

***II) History of Relationship***

**WHEREAS**, in 2001, the Superior Court, County of Solano worked collaboratively with the Office of Family Violence Prevention to develop a Solano County Court Appointed Special Advocates (CASA) program with judicial officers continuing to serve as members of the CASA Advisory Board; and

**WHEREAS**, in 2009, the Presiding Judge of the Superior Court, County of Solano worked collaboratively with the Office of Family Violence Prevention to strategize new training opportunities for the *Safe From the Start: Reducing Children's Exposure to Violence* initiative; and

**WHEREAS**, in 1998, the Solano County Board of Supervisors authorized the creation of the Solano County Office of Family Violence Prevention to encourage coordination and collaboration between county, city, court and community based agencies and efforts to reduce family violence within Solano County; and

**WHEREAS**, in 2003, the Solano County Board of Supervisors designated the Solano Partnership Against Violence as the county's Domestic Violence Task Force, whose membership has included LIFT3 Support Group, the Vacaville Police Department FIRST, Solano County Probation Department staff and the Superior Court, County of Solano, which meets 10 times each year; and

**WHEREAS**, in 2005, the Office of Family Violence Prevention and LIFT3 Support group worked collaboratively to acquire computers for LIFT3's client job search assistance lab designed to assist women leaving violent relationship to search for work, gain computer skills, and safely access email; and

**WHEREAS**, the Superior Court, County of Solano conducted a domestic violence self assessment with input from the Office of Family Violence Prevention, Vacaville PD FIRST, Legal Services of Northern California, and other domestic violence service providers; and

**WHEREAS**, in 2009, the Office of Family Violence Prevention, Solano County Probation and Legal Services of Northern California supported LIFT3 in opening their first domestic violence crisis shelter and domestic violence transitional shelter in Solano County; and

**WHEREAS**, the collaborative actions by the Superior Court, County of Solano, the Office of Family Violence Prevention, LIFT3 Support Group, Vacaville PD FIRST, Solano County Probation and Legal Services of Northern California have realized significant gains in assisting parties involved in domestic violence in Solano County including:

- The creation of a visitation and exchange center to allow for court-ordered parental visits and exchange of custody between parents with an emphasis on assuring the safety of parties referred to services due to domestic violence.
- The creation of two evidenced based parenting programs for parents in high-conflict family law cases, using best practices for involving both parents separately in order to support victim safety and parent participation
- The creation of a domestic violence and sexual assault investigative response team within the Sheriff's Office and Office of Family Violence Prevention.
- Developing a Restraining Order Clinic within the court to assist parties involved with domestic violence with completing and filing restraining order applications.

**WHEREAS**, the Director of the Office of Family Violence Prevention and the Superior Court, County of Solano, Supervising Judicial Officer of Family Law attended the New York Integrated Domestic Violence Court Open House hosted by the Center for Court Innovation in March 2009; and

**WHEREAS**, the Superior Court, County of Solano staff meet with Office of Family Violence Prevention Staff at least monthly to continue to strategize effective and efficient projects and programs to better serve parties involved in domestic violence, sexual assault, dating violence and stalking; and

**WHEREAS**, the Office of Family Violence Prevention staff meets at least monthly with representatives of LIFT3 Support Group, Vacaville FIRST, and Solano County Probation and Legal Services of Northern California to support, develop and continually strategize

programming to serve women victimized by sexual assault, domestic violence, dating and teen violence and stalking; and

**WHEREAS**, the goal of the collaboration between the Superior Court, County of Solano, the Office of Family Violence Prevention, LIFT3 Support Group, Vacaville PD FIRST, Solano County Probation and Legal Services of Northern California is to develop a specialized domestic violence court docket project that links the courts to community based resources, to develop specialized practices and educational resources that result in improved responses to sexual assault, domestic violence, dating violence and stalked cases, ensures offender accountability, and promotes informed judicial decision making; and

**WHEREAS**, the Specialized Domestic Violence Court Docket project proposed by this grant application builds on this long history of collaborative efforts in Solano County between the Solano County Courts, the Office of Family Violence Prevention, and LIFT3 Support Group, Vacaville Police Department, Solano County Probation and Legal Services of Northern California; and

### ***III) Development of Application***

**WHEREAS**, in January 2010, the collaborative met to review the recently announced OVW 2010 Court Training and Improvements Program solicitation and whether this solicitation fits within the scope of the collaborative and whether this opportunity would be beneficial in reaching the collaborative goals; and

**WHEREAS**, collaborative partners either met in person or communicated electronically, to develop the separate components of the proposal; and

**WHEREAS**, collaborative members determined that the Court would be the primary partner in developing the application, that the Office of Family Violence Prevention would coordinate data gathering and would lend expertise in domestic violence-specific programming considerations, and that LIFT3, Vacaville PD FIRST, Solano County Probation and Legal Services of Northern California would inform the proposal writing process by providing necessary data and expertise in the needs of victims of domestic violence, dating violence, sexual assault and stalking, with particular emphasis on special practices and educational resources that result in improved responses and informed judicial decision making.

### ***IV) Roles and Responsibilities***

**NOW, THEREFORE**, it is hereby agreed by and between the partners as follows: The following Memorandum of Understanding details the roles and responsibilities for the lead administering agency and each collaborative partner in implementing the proposed Specialized Domestic Violence Court Docket program.

The signatories to this memorandum of Understanding (MOU) manifest their strong support for the plan of action described by the applicant being submitted by the Superior Court, County of

Solano to the Office on Violence Against Women under the Court Training and Improvements Program.

This proposal is developed following a careful analysis of data that indicates a clear and growing problem of domestic violence, dating violence, sexual assault and stalking in our communities. Furthermore, the collaborative and this proposal recognize that each collaborative partner has expertise and resources available to support the development of a specialized court docket that strengthens victim safety and offender compliance.

It is the intent of the lead agency and its collaborative partners to leverage these resources in order to make full use of Office on Violence Against Women funding resulting in informed judicial decision making and significantly improved responses to domestic violence, dating violence, sexual assault and stalking.

By signing this Memorandum of Understanding, we affirm that:

- We have participated in the development of this proposal and are committed to the successful implementation of the Specialized Domestic Violence Court Docket program;
- We are committed to actively engaging in all planning phases necessary to complete the project and ensure its long-term sustainability;
- We will be committed to participating in program evaluation and program improvement through frequent and open communication with all project and collaborative partners;
- We are committed to participating in training and technical assistance opportunities that increase knowledge and ensure best practices;

**IT IS FURTHER RESOLVED THAT**, responsibilities of each partner agency are as follows:

**The Superior Court of California, County of Solano will:**

- Be the lead agency and will be responsible for all aspects of program and financial reporting to the OVW;
- Provide interpreter services to assist parties involved in domestic violence matters with court documents and hearings;
- Offer self-help services to assist parties involved in domestic violence matters with court documents such as orders after hearings, domestic violence petitions and responses, spousal support, child support, child custody and visitation;
- Assign the Domestic Violence Services Coordinator to assist parties involved with domestic violence matters with their court documents such as orders after hearings, domestic violence petitions and responses, spousal support, child support, child custody and visitation;
- Coordinate a domestic violence court docket;
- Assign a judicial officer specifically trained to hear the domestic violence docket caseload;
- Assign a Senior Management Analyst to oversee the operations and coordination of the domestic violence docket project, collect and analyze data, act as the OVW point of contact, and submit all OVW financial and narrative reports;

- Recruit and hire a Domestic Violence Docket Coordinator to provide services in the courtroom to parties of domestic violence matters; to include community referrals, orders after hearing and document preparation;

**The Superior Court, County of Solano and the Solano County Office of Family Violence Prevention, LIFT3 Support Group, Vacaville PD FIRST, Solano County Probation and Legal Services of Northern California** will collaborate in the following manner:

- Participate in strategic implementation planning for the Civil Domestic Violence Court Docket;
- Attend monthly brown bag lunch meetings to stay abreast of issues that arise throughout the development and implementation of this project;
- Provide staff as resources to the parties involved in domestic violence matters;
- Refer parties to domestic violence crisis shelter services, counseling, housing assistance, employment assistance, and other services as needed and appropriate.
- Assist parties with restraining order applications, orders after hearing documents, and other forms required by the court.

#### ***V) Timeline***

The roles and responsibilities described above are contingent on the Superior Court, County of Solano receiving funds requested for the project described in the OVW grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period, anticipated to be **October 1, 2010 through September 30, 2013**.

#### ***VI) Commitment to Partnership***

- 1) The collaboration service area includes the County of Solano including each of the cities within the County of Solano for which the Superior Court of California, County of Solano has jurisdiction.
- 2) The partners agree to collaborate and provide assistance to parties involved in domestic violence matters pursuant to the program narrative of the grant application attached to this agreement, specifically by:
  - Conducting safety assessments;
  - Assisting with completing restraining order applications;
  - Providing court accompaniment;
  - Providing legal, housing and health care advocacy;
  - Assisting with resource referrals;
  - Providing resources and referrals in immigration matters;
  - Providing transportation to and from the court;
  - Assisting victims in obtaining appropriate child care services; and
  - Linking victims to Legal Assistance for Victims and Family Justice Center partners and services.
- 3) Due to the limited amount of funding available and the funding necessary to complete the project all non-lead partners have agreed to participate without compensation for time and

resources expended and have agreed to contribute in-kind resource in order to ensure the success of the project.

- 4) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

By Brian T. [Signature]  
Court Executive Officer  
Date 02/05/10

By Carolanne Thomas-Wood  
Director, Solano County Office of  
Family Violence Prevention  
Date 2/9/10

By Claudia Murphy  
Director, LIFT3 Support Group  
Date 2-4-10

By [Signature]  
Chief, Vacaville Police Dept.  
Date 2/3/10

By Asubelle Hart  
Chief Probation Officer  
Date 2/5/10

By Gary Smith by RAS  
Director, Legal Services of Northern California  
Date 2/5/10

### VIII. Budget Detail Worksheet and Narrative

<b>A. Personnel</b>		
Name/Position	Computation	Cost/ Three Year Period
Civil DV Docket Coordinator	.50 FTE @ annual salary \$26,000*100%*3 Years	\$78,000.00

Upon award notification, the Court will begin recruiting for the part-time Civil Domestic Violence Docket Coordinator position. The Court's goal is to hire a qualified candidate for the position within six months of the award notification. The Civil Domestic Violence Coordinator will enhance the Court's response to domestic violence by assisting with administering the program that includes education of judicial officers and other project participants; act as a liaison to community partners; assisting parties involved in domestic violence matters complete their court documents; coordinate referral services; provide legal procedural information; screen for related cases; and support of on-site victim advocacy services.

**TOTAL PERSONNEL: \$78,000.00**

<b>B. Travel</b>				
Purpose of Travel	Location	Item	Computation	Cost/Three Year Period
OVW Technical Assistance Training	TBD	Airfare	\$650(avg.) round trip*5 people* 1 trip	\$3,250.00
		Airport car parking	\$15(avg.) per day*6 days* 5 people	\$450.00
		Mileage to drive to and from airport parking garage.	.50 cent per mile@125 miles*5 people.	\$312.50
		Car Rental	\$600(avg.) per week mini-van.	\$600.00
		Lodging	\$140(avg.)*5 people*6 days	\$4,200.00

		Per diem	\$50(avg.)*5people* 6 days	\$1,500.00
OVW-Mandated Financial Management Training	TBD	Airfare	\$650(avg.) round trip*1 person* 1 trip.	\$650.00
		Airport car parking	\$15(avg.) per day*2 days* 1 person	\$30.00
		Mileage to drive to and from airport parking	.50 cent per mile@125 miles*1 person.	\$62.50
		Lodging	\$140(avg.)*2 days*1 person.	\$280.00
		Car rental	\$75.00(avg.)*2 days* 1 trip	\$150.00
		Per diem	\$50(avg.)*1 person* 2 days	\$100.00
OVW Court Site DV Docket Visits	San Francisco Superior Court	Ground transportation	.50 cents per mile @96 miles*5 people.	\$240.00
		Bridge Tolls	\$5.*2 bridges*5 people.	\$50.00
	Alameda Superior Court	Ground transportation	.50 cents per mile@82 miles*5 people.	\$205.00
		Bridge Tolls	\$5*1 bridge*5 people.	\$25.00
	Santa Clara Superior Court	Ground transportation.	.50 cents per mile@160 miles*5 people.	\$400.00
		Bridge Tolls	\$5*1 bridge*5 people.	\$25.00

As the lead agency of this project, the Superior Court of California, County of Solano (Court) will send five of its employees, including the newly recruited Domestic Violence Docket Coordinator, to the OVW Technical Assistance Training. Accordingly, the Court has allocated \$10,312.50 of the required \$15,000 to cover the expense of travel in accordance with program guidelines. However, the location of the training is unknown, thus the computation per item is an estimation, which could result in variances once travel occurs.



The Court will send one of their accountants, who primarily is responsible for fiscal oversight, to the required Financial Management Training (FMT) seminar. This person has not previously attended the FMT seminar put on by the U.S. Department of Justice or any other U.S. government agency. Consequently, the Court has allocated \$1,272.50 towards the FMT seminar.

Additionally, the Court has set aside \$945.00 towards required site visits to established OVW domestic violence courts in order to determine best practices for developing the Court's Civil Domestic Violence Protection Order Docket.

**TOTAL TRAVEL: \$12,530.00**

<b>C. Consultant Travel</b>				
Purpose of Travel	Location	Item	Computation	Cost
OVW Technical Assistance Training	TBD	Airfare	\$650(avg.) round trip*1 person*1 trip.	\$650.00
		Airport car parking	\$15(avg.) per day*6 days* 1 person.	\$90.00
		Mileage to drive to and from airport parking garage.	.50 cent per mile@125 miles*1 person.	\$62.50
		Lodging	\$140(avg.)*1 person*6 days	\$840.00
		Per diem	\$50(avg.)*1 person* 6 days	\$300.00

\$1,942.00 of the required \$15,000 in OVW mandated technical assistance and training funds has been allocated to cover the cost of travel by community grant partners. The location of the training is unknown at this time.

**TOTAL CONSULTANT TRAVEL: \$1,942.00**

<b>D. Supplies</b>		
Supply Item	Computation	Cost
Office supplies: Paper, pens, ink cartridges.	\$100/month*36 months	\$3,600.00
Copying resource packets.	\$100./month*36 months	\$3,600.00
Postage	\$9.10/month*36 months rounded up	\$328.00

Office supplies, postage, and copying resource packets are needed for the general operations of the Civil Domestic Violence Court.

**TOTAL SUPPLIES: \$7,528.00**

<b>Budget Category</b>	<b>Amount</b>
A. Personnel:	\$78,000.00
B. Travel:	\$12,530.00
C. Consultant travel:	\$1,942.00
D. Supplies:	\$7,528.00

<b>Total Project Cost:</b>	<b>\$100,000.00</b>
Federal Share Requested	\$100,000.00
Non-Federal (Match) Amount	\$0

## **V. Abstract**

In an effort to strengthen the community response to domestic violence, the goals and objectives of this project involve a holistic and collaborative approach to domestic violence case management by efficiently processing civil domestic violence protective orders; coordinating a community response to domestic violence; improving the administration of justice; effectively managing limited resources; supporting informed judicial decision-making; enhancing victim safety; linking the target population to community services; and enhancing court order compliance.

The major features of this project are to establish a consolidated domestic violence protection order docket and hire a part-time Civil Domestic Violence Docket Coordinator to provide coordinated services to the target population which includes; intimate partner relationships that involve current and former spouses, current and former dating couples, cohabitating couples or people with children in common who are seeking civil domestic violence protective orders.

This development project, divided into a planning phase and implementation phase over a 36-month period, directly addresses the Office on Violence Against Women (OVW) priority areas by developing a court based program that improves the Court and Community's response to domestic violence.

## **VII. Project Narrative**

### **A. Purpose of Application**

**Purpose:** To strengthen the community response to domestic violence, the Court and community partners will extensively collaborate to develop a consolidated civil domestic violence protection order docket and hire a part-time Civil Domestic Violence Docket Coordinator. The consolidated civil domestic violence protective order docket will allow the Court and community partners to efficiently allocate their resources to the target population. The Civil Domestic Violence Docket Coordinator will enhance the Court's response to domestic violence by assisting with administering the program that includes education of judicial officers and other project participants; act as a liaison to community partners; coordinate referral services; direct legal services; screen for related cases; and support of on-site victim advocacy services.

This development project, divided into a planning phase and implementation phase over a 36-month period, directly addresses the Office on Violence Against Women (OVW) priority areas by developing a court based program that improves the Court's response to domestic violence.

**Current Process:** Over the past five years, the Court has evolved a system for providing help to self-represented litigants in civil domestic violence cases. The Court employs a full-time Domestic Violence Services Coordinator to serve self-represented litigants in civil domestic violence cases; with in-court document preparation; referrals; and research support for informed judicial decision making. The Court's Self-help Center (SHC) assists self-represented litigants involved in civil domestic violence matters with document preparation, related family law matters and information about legal procedure. Additionally, domestic violence restraining order

applications are reviewed by judicial officers the day that they are submitted and temporary orders are issued the same day.

Pursuant to California law, the Court provides 24-hour access to temporary domestic violence protective orders through the Emergency Protective Order (EPRO) program. Under this program, law enforcement officers can call a judicial officer at any time and request that a temporary emergency restraining order be issued immediately. These orders last for five court days and include instructions to the protected party regarding how to apply for a permanent order.

Additionally, the Court provides interpreters to parties involved in civil domestic violence matters. Interpreters assist during court hearings and with litigants who are trying to complete their court forms.

Community organizations, with the active participation of the Court, provide domestic violence victims court accompaniment; safety and assessment planning; document preparation; referrals to crisis shelter services, counseling, housing assistance, employment assistance, and other services as needed and appropriate. However, community organizations, with their ever-scarcer resources, find it difficult to cover all eight separate calendars and connect with domestic violence victims.

**Jurisdiction and Location:** Solano County is located in Northern California, located approximately half-way between San Francisco and Sacramento. The County is 900 square miles in area and has a population of 407,515.<sup>1</sup> Solano County has seven incorporated cities, including the cities of Vallejo, Fairfield and Vacaville, as well as Travis Air Force Base, a major USAF installation. The County is a significant agricultural and manufacturing center but also includes areas of urbanization and suburban development. The County includes portions of California Congressional Districts Three, Seven, and Ten. The Superior Court of Solano County

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<sup>1</sup> Source: U.S. Census Bureau's American Fact Finder, 2008 American Community Survey.

is the court of exclusive jurisdiction for state law in Solano County and all applications for restraining orders, including domestic violence restraining orders, are heard in its departments.

**Population:** Almost 95% of Solano County residents live in one of the seven cities listed in table 1, with the remaining residing in unincorporated areas of the County. Of California's 58 counties, Solano County ranks 21<sup>st</sup> in terms of population size and 36<sup>th</sup> in terms of population growth when compared to the 2000 Census.<sup>2</sup> Solano County continues to maintain consistent population growth, with an increase of 8.29% since the 2000 Census, representing an average increase of 1% annually. However, the California Department of Finance is projecting that Solano County's population will increase to 503,248 by 2020 an increase of 23%, representing an average of 2% growth annually.<sup>3</sup>

**Table 1**

City	Population <sup>4</sup>	Square Miles
Benicia	25,178	14
Dixon City	16,103	5
Rio Vista	4,571	4
Suisun City	27,139	4
Fairfield <sup>5</sup>	105,579	33
Vacaville	91,287	21
Vallejo	113,811	65
Unincorporated	23,847	761
<b>Total</b>	<b>407,515</b>	<b>907</b>

**Demographics:** Of the 407,515 estimated 2008 Solano County population, 50.3 percent are male and 49.7 percent are female. Over 62 percent of the population is under 44 years of age with the majority of the population over the age of 18. The total population over the age of 18 but under the age of 64 is 304,865 and the total population 65 years and over is 45,684.

<sup>2</sup> Source: U.S. Census Bureau American Fact Finder.

<sup>3</sup> Source: California Department of Finance Race and Ethnic Population by County.

<sup>4</sup> Source: U.S. Census Bureau American Fact Finder, 2008 American Community Survey.

<sup>5</sup> County Seat.

By far, families are the largest population group in Solano County. In 2008, there were 136,000 households in Solano County. Families made 71 percent of the households with an average household size of 2.9 people.<sup>6</sup> Of the 71 percent, 53 percent were identified as married-couple families and 18 percent were identified as other families.

Solano County is a racially diverse community. Twenty percent of the people living in Solano County in 2008 were foreign born. According to the U.S. Census Bureau, 93.4 percent of the 2008 Solano County population self-identified as one race, while 6.6 percent of the population self-identified as two or more races. Table 2 reflects the total population who self-identified as one race or two or more races, while table 3 reflects the race in which the population self-identified with.

**Table 2<sup>7</sup>**

<b>One Race/Two or More Races</b>	<b>Estimate</b>	<b>Percent</b>
One Race	380,447	93.4%
Two or more races	27,068	6.6%
<b>Total</b>	<b>407,515</b>	<b>100%</b>

**Table 3<sup>8</sup>**

<b>One-Race</b>	<b>Estimate</b>	<b>Percent</b>
White	206,637	50.7%
Black or African American	59,185	14.5%
American Indian & Alaska Native	857	.2%
Asian	56,830	13.9%
Native Hawaiian & Other Pacific Islander	3,694	.9%
Some other race	53,244	13.1%
<b>Total</b>	<b>380,447</b>	<b>93.4%</b>

The California Department of Finance estimates by 2020, 60% of Solano County residents will be minorities as reflected in table 4.

<sup>6</sup> Source: U.S. Census Bureau 2008 American Fact Finder Narrative Profile.

<sup>7</sup> Source: 2008; [www.factfinder.census.gov](http://www.factfinder.census.gov)

<sup>8</sup> Source: 2008 [www.factfinder.census.gov](http://www.factfinder.census.gov)

**Table 4<sup>9</sup>**

<b>Race/Ethnicity</b>	<b>Estimate</b>	<b>Percent</b>
White	200,362	40%
Hispanic	129,209	26%
Asian	92,716	18.5%
Pacific Islander	4,124	.5%
Black	47,431	9.5%
American Indian	4,452	.5%
Multiracial	24,954	5%
<b>Total</b>	<b>503,248</b>	<b>100%</b>

The 2008 American Community Survey reports, among the population at least five years old living in Solano County in 2008, thirty percent spoke a language other than English at home and of those 55 percent spoke Spanish while 45 percent spoke another language other than English. Additionally, 42 percent of those who reported English as their secondary language stated they did not speak English very well.

According to the U.S. Census 2008 American Community Survey, over 10,000 households living in Solano County were living at or below the Federal Government's poverty standards. The same survey, reports that 85% of the people 25 years and over had at least graduated from high school; 24 percent had a bachelor's degree or higher; and 15 percent were dropouts as they were not enrolled in school nor graduated from high school.

**Target Population:** Cases involving domestic violence are among the most complex and dangerous that courts have to address and nowhere is that more true than in Family Law matters. Consequently, this project's target population includes; intimate partner relationships that involve current and former spouses, current and former dating couples, cohabitating couples or people with children in common, who are seeking a civil domestic violence protective order.

<sup>9</sup> Source: California Department of Finance Demographic Research Unit; Population Projections P-3.



Table 5 shows the increasing number of civil domestic violence petitions filed by the target population at Solano Superior Court.

**Table 5**

<b>Civil Domestic Violence Restraining Order Petitions</b>	
<b>Fiscal Year</b>	<b>Number of Filings</b>
2005/2006	1,295
2006/2007	1,407
2007/2008	1,434
2008/2009	1,498
2009/2010	1,659 <sup>10</sup>

A portion of the target population includes those parties involved in civil domestic violence matters in which interpreter services are requested. Table 6 reflects the number of interpreter services provided by the Court.

**Table 6**

<b>Fiscal Year</b>	<b>Interpretation Services Provided</b>
2006/2007	120
2007/2008	125
2008/2009	68

The target population also includes individuals seeking a civil emergency protective order during hours in which the Court is not open for business. Many of the individuals granted emergency protective orders come to the Court to apply for a civil domestic violence restraining order before or after their emergency protective order expires. For example, in 2009, the Court issued 236 emergency protective orders (EPOs) for parties in which there was a family law case already in existence or opened shortly after the issuance of the EPO.

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<sup>10</sup> Source: Solano Superior Court Internal Data Projections.

**Target Population Benefits:** The major benefits and expected outcomes for the target population from the proposed civil domestic violence protective order docket project are:

- Enhanced compliance with court orders;
- Enhanced victim safety; planning and assessments;
- Improved case management and information sharing;
- Improved procedural processes;
- Increased resources;
- Improved access to community resources; and
- Coordinated community response for efficient and expeditious case processing.

**Service Gaps:** As previously described, the Court provides parties involved in domestic violence cases with assistance in preparing their domestic violence applications and orders after hearing; providing referrals to community organizations; and by issuing Emergency Protective Orders. However, the large numbers of individuals involved in domestic violence cases requiring such assistance and the limited resources available to provide that assistance means that there are gaps in these services.

Specifically, the Court's current practice of setting restraining order matters on eight separate dockets means that the Court's Domestic Violence Services Coordinator cannot provide services to every docket. And the large numbers of litigants means that not every domestic violence litigant gets the help she/he needs. These problems would be alleviated by the proposed docket consolidation and by the hiring a part-time Domestic Violence Docket Coordinator.

Our community partners provide services to litigants involved in domestic violence cases. However, these agencies also find it difficult to allocate their ever-scarcer resources efficiently in

the context of several separate court calendars and increasing numbers of litigants. As a result, not every domestic violence litigant gets the services and referrals she/he needs.

**Barriers to the Target Population Accessing Court Services:** Because the Court has limited resources to serve the target population some members of the target population are not served. Because those resources must be allocated across eight court dockets, some members of the target population are unaware of the services or are not reached by the services. This grant proposes to reduce these barriers by allowing the Court to both increase its services through the Domestic Violence Docket Coordinator position and to more efficiently allocate those services through the consolidation of the eight court dockets.

**OVW STOP Violence Against Women Funding:** California Courts are not authorized by the State of California or OVW to directly request funding via the OVW STOP Violence Against Women Formula grant. However, in previous grant cycles, the State of California has directed its set aside to domestic violence training. Consequently, judicial officers and staff from Solano Superior Court have attended specialized domestic violence training to assist in processing these case types. Although, the Court's proposal does not create domestic violence training, the domestic violence training offered by the State through OVW funding does complement this proposal by providing judicial officers and court personnel continuous educational opportunities, which enhance their expertise in domestic violence case law and case management.

**Applicant and other OVW Grants:** The Court has not applied nor is it applying for any other OVW grants.

## B. What Will Be Done?

Table 7 reflects the proposed activities, goals, objectives, time frame, and responsible agency, which were determined by the planning committee as critical for the success of this grant and the implementation of the Civil Domestic Violence Protection Order Docket.

**Table 7**

<b>Goal #1: Establish an advisory committee for the Civil Domestic Violence Protection Order Docket.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Identify agencies and key representatives needed for the Domestic Violence Protection Order Docket.	Make contact with agency stakeholders and establish a DV Docket Advisory Committee. Upon award notification.	All invited agencies: Judiciary, Court Administration, Solano County Office of Violence Prevention, Self-Help Center, Vacaville Police Department, Solano County Probation, LIFT3, and LSNC. <sup>11</sup>
<b>Goal #2: Coordinate and conduct planning meetings for the Civil Domestic Violence Protection Order Docket.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Establish communications with key stakeholders from community partner agencies.	Revisit the roles and responsibilities outlined in the MOU with agencies involved in developing and implementing the Domestic Violence Protection Order Docket. Upon award notification.	Solano Superior Court's Supervising Judicial Officer of Family Law with the assistance of the Court's Senior Management Analyst.
	Coordinate and conduct monthly Domestic Violence Protection Order Docket planning meetings. Upon award notification.	Solano Superior Court's Supervising Judicial Officer with assistance from the Senior Management Analyst.
	Coordinate OVW Technical Assistance Planning Meetings and site visits. Upon award notification.	Solano Superior Court
Identify additional community service agencies to increase the target population's access to services.	Recruit/Invite additional community organizations to the planning meetings. Upon award notification.	Solano Superior Court with the assistance of the DV Docket Task Force.

<sup>11</sup> Legal Services of Northern California.

**Table 7 Continued**

<b>Goal #3: Identify and Coordinate Civil Domestic Violence Protection Order Docket Resources.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Identify resources for the Civil Domestic Violence Protection Order Docket.	Create a resource referral list. During the first six months of planning.	DV Docket Task Force.
Coordinate identified resources for the Domestic Violence Protection Order Docket.	Develop procedures for the coordination of the identified resources for the Domestic Violence Protection Order Docket. During the 12 months of planning.	DV Docket Task Force.
<b>Goal #4: Recruit, hire, and train the Domestic Violence Docket Coordinator.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Find a qualified candidate to fill the Domestic Violence Protection Order Docket position.	Work with the Court Human Resource Department to recruit and hire a DV Docket Coordinator. Within 6 months of award notification.	Solano Superior Court's Human Resource Department, Senior Management Analyst, and Self-Help Center Manager.
Provide training to the DV Docket Coordinator, which enhances their ability to coordinate the Domestic Violence Protection Order Docket.	Attend the AOC Domestic Violence Restraining Order Basics training. Immediately upon hire.	Solano Superior Court's Senior Management Analyst and Human Resource Department.
	Attend the AOC Restraining Order Practices: Hot Topics in Handling Domestic Violence Cases. Immediately upon hire.	Solano Superior Court's Senior Management Analyst and Human Resource Department.
	Attend the AOC First Communications in the Courthouse training. Immediately upon hire.	Solano Superior Court's Senior Management Analyst and Human Resource Department.
	Attend OVW training activities. Upon announcement by OVW.	Solano Superior Court's Senior Management Analyst.
	Attend AOC professional Demeanor in the Courts. Immediately upon hire.	Solano Superior Court's Senior Management Analyst and Human Resources Department.
Enhance skills to coordinate the Domestic Violence Docket.	Receive on the job training specific to case screening, document preparation, resource referrals, etc. Immediately upon hire.	Solano Superior Court's Self Help-Center Manager.

**Table 7 Continued**

<b>Goal #5: Develop the policies, procedures, and protocols manual for the Civil Domestic Violence Protection Order Docket.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Educate the DV Docket Task Force regarding different Court established DV Dockets to determine best practices for policies, procedures, and protocols.	Visit courts that have an established Civil Domestic Court Docket. Within six months of award notification.	DV Docket Task Force with coordination by the Court's Senior Management Analyst.
	Attend OVW Technical Assistance Training. Within six months of award notification.	DV Docket Task Force with coordination by the Court's Senior Management Analyst.
Develop the policies, procedures, and protocols manual for the Civil DV Court Docket.	Develop policies, procedures, and protocols with OVW Technical Support assistance. Within six months of award notification.	DV Docket Task Force with coordination by the Court's Senior Management Analyst.
	Circulate and review the draft policies, procedures, and protocols, manual to the DV Docket Advisory Committee. Within seven months of award notification.	DV Docket Task Force with coordination by the Court's Senior Management Analyst.
	Approve the policies, procedures, and protocols manual. Within 12 months of award notification.	DV Docket Task Force with coordination by the Court's Senior Management Analyst.
	Submit the policies, procedures, and protocols manual to OVW for use by other Courts. Within 12 months of award notification.	DV Docket Task Force with coordination by the Court's Senior Management Analyst.
<b>Goal #6: Implement the Civil Domestic Violence Protection Order Docket.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Consolidate to one Civil DV Court Docket.	Implement one DV Court Docket; heard by one judicial officer. Within 12 months of award notification.	Solano Superior Court and DV Docket Task Force.
Educate the community of Solano County regarding new available Civil Domestic Violence Protection Order Docket and available services.	Issue Press Release to media, within one week of award notification & within one week of the DV Court Docket implementation.	Solano Superior Court with the assistance of the Court's Senior Management Analyst.

**Table 7 Continued**

<b>Goal #7: Determine if the Domestic Violence Protection Order Docket is meeting the OVW performance measures.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Collect performance measure data pertaining to the Domestic Violence Protection Order Docket.	Collect and analyze data, within first session of implementation of the DV Court Docket and on going and continuous thereafter.	Solano Superior Court with the Court's Senior Management Analyst.
	Modify project based on performance measure outcomes. On going and continuous.	DV Docket Task Force with the assistance of the Court's Senior Management Analyst.
	Submit OVW grant reports as per RFP Instructions. On going and continuous.	DV Docket Task Force with the assistance of the Court's Senior Management Analyst.

The goals and objectives of this project involve a holistic and collaborative approach to domestic violence case management by efficiently processing civil domestic violence protective orders; coordinating a community response to domestic violence; improving the administration of justice; effectively managing limited resources; supporting informed judicial decision-making; enhancing victim safety; linking the target population to community services; and enhancing court order compliance.

The major features of this project are to establish a consolidated civil domestic violence protection order docket; hire a Domestic Violence Docket Coordinator; develop a screening process for related cases; support efficient case processing, assigning a judicial officer specially trained in domestic violence issues; strengthening advocacy and referral services; supporting victim safety; enhancing restraining order compliance; and enhanced resource coordination.

Although the Court will not act as a direct service provider for victim advocacy, as this conflicts with the Court's responsibility to remain impartial, community partner agencies will assist victims with advocacy services.

**Project Description:** This collaborative project will serve a target population which includes; intimate partner relationships that involve current and former spouses, current and former dating couples, cohabitating couples or people with children in common, who are seeking a civil domestic violence protective order. The project will consolidate eight domestic violence court calendars, heard by four judicial officers, to a single civil domestic violence protection order docket, heard by one judicial officer.

The project will allow the Court and community agencies to consolidate their resources to one courtroom; thereby allowing parties appearing in civil domestic violence matters to receive services within the courtroom. Services include access to advocates; court interpreters; assistance with orders after hearing; and referrals to community resources. This project will enhance compliance with court orders; victim safety; case management and information sharing; increase resources; improve access to community resources; improve procedural processes for efficient and expeditious case processing.

This project falls under the Statutory Program Purposes of improving internal civil and criminal court functions, responses, practices, and procedures. This project does meet the OVW priority area criteria for developing innovative courts and court based or court related programs to improve court responses to adult and youth sexual assault, domestic violence, dating violence and stalking, such as dedicated domestic violence court dockets, domestic violence court infrastructure or an integrated domestic violence system.

**Improved Judicial Case Processing:** This project consolidates all civil domestic violence court calendars to a single civil domestic violence protection order docket heard by one full-time judicial officer who is specially trained in domestic violence matters. This project will provide the assigned judicial officer an opportunity to gain substantive expertise in the unique legal and



personal issues presented by domestic violence cases; thereby streamlining the process of case management, which assist with the expeditious processing of cases.

**Enhanced Compliance with Court Orders:** For all domestic violence restraining order hearings, the Court shall ensure that all parties present at the hearing understand all the terms of the restraining order. Specifically, the Court shall inform the restrained party of the requirement to relinquish firearms pursuant to California Family Code §6389. If the restrained party is present and restraining orders are made at the time of hearing, the judicial officer shall inquire as to the existence of any firearms by the restrained party and perform any search necessary to accomplish this. If the restrained party is known to have firearms the Court shall set a review to ensure compliance with the order of relinquishment.

**Informed Judicial Decision Making:** In order to resolve spotty and disjointed case information, this project will hire a part-time Domestic Violence Docket Coordinator to assist in centralizing case information by screening for related cases. The Domestic Violence Docket Coordinator will provide the judicial officer up-to-date and accurate information. This approach will create an environment that supports informed knowledge based judicial decisions.

**Additional Funding and Existing Projects:** The additional funding received will enhance the Court's existing projects by allowing resources to be consolidated to a single domestic violence protective order docket, which currently does not exist. The OVW funding will allow the Court to hire a part-time Civil Domestic Violence Docket Coordinator who will assist with case screening, document preparation, and resource referrals. OVW funding, will enhance services to the target population by simplifying and coordinating services; thereby increasing victim safety; increased education of judicial officers; and increased knowledge and sensitivity of court staff to domestic violence issues.

**Tangible Products:** The Court's project will not include the development of any type of tangible product.

**Technology Systems:** The Court's project will not include the use of technology systems.

### **C. Who Will Implement the Project?**

**Implementation Responsibility:** In order to improve the justice system's response to domestic violence, the Superior Court of California, County of Solano will be the lead agency responsible for implementing the proposed civil domestic violence protection order docket.

**Intended Project Partners:** The intended project partners are the Superior Court of California, County of Solano, the United States Department of Justice Office on Violence Against Women, Solano County Office of Family Violence Prevention, Vacaville Police Department FIRST, LIFT3, the Solano County Probation Department, and Legal Services of Northern California.

**Collaborative Relationship to be Developed:** Interagency collaboration is crucial to ensure communication, consistency, and accountability. The Court acknowledges a comprehensive coordinated community response is needed to address the issues that appear on the civil domestic violence protection order docket. Domestic violence is a complex issue affecting all areas of the community. Consequently, a key focus of this project is the extensive collaboration of justice system and community partners to ensure a coordinated response to domestic violence.

This collaboration will expand on already existing collaborative relationships and will bring partners together to focus on the goal of improving the Court's handling of civil domestic violence matters. Furthermore, this collaboration will support victim safety and enhance restraining order compliance by strengthen collaborative relationships with community based service providers who will work with families to ensure they have access to all available resources.

The Court, in collaboration with the project partners listed in the proposal, will establish a Civil Domestic Violence Docket Task Force. The Task Force will participate in frequent planning meetings to develop policies, procedures, and protocols for the civil domestic violence protection order docket. The Supervising Judicial Officer of Family Law will play an integral leadership role and will be the catalyst of these meetings. The planning meetings will provide an opportunity to clarify and understand the roles and expectations of each project partner.

It is imperative that the Domestic Violence Docket Task Force continually strive to improve the civil domestic violence protection order docket once implementation has occurred. Accordingly, the Civil Domestic Violence Task Force will continue to meet quarterly to review operational processes and as necessary make modifications to enhance the project.

**Expertise and/or Experience of Key Staff:** The key staff of this project includes; a full-time Judicial Officer, Domestic Violence Docket Coordinator, Domestic Violence Services Coordinator, Family Violence Prevention Officer, Executive Director of LIFT3 Support Group, Supervising Probation Officer of the Domestic Violence Unit, Domestic Violence Victim Advocates, Social Worker III, Self-Help Center Manager, Managing Attorney of Legal Services of Northern California, Legal Processing Clerks, and a Senior Management Analyst.

**Judicial Officer:** The Judicial Officer leading the efforts to implement the civil domestic violence protection order docket is the Supervising Judicial Officer of Family Law at Solano Superior Court. The full-time judicial officer has several years experience hearing domestic violence matters and receives training specific to domestic violence. The judicial officer will hear all cases assigned to the domestic violence protection order docket.

**Domestic Violence Docket Coordinator:** Once funding is received from OVW, the Court will begin actively recruiting for the Domestic Violence Docket Coordinator. The qualified individual

placed in this position will have a background in law and will assist with case screening, document preparation, and resource referrals.

**Domestic Violence Services Coordinator:** Is an attorney employed at the Court who has expertise in providing services to parties of domestic violence matters. Services include; domestic violence petition and responses; orders after hearings; referrals; information pertaining to legal procedure; and provide assistance with child support; child custody; spousal support; divorce; separation or nullity petitions and responses.

**Family Violence Prevention Officer (FVPO):** Oversees the operations of the Solano County Office of Family Violence Prevention and coordinates community efforts to address domestic violence issues; provides education and outreach to the community; and manages a state-certified Domestic Violence Volunteer Advocate Training Program. The FVPO has 15 years experience enhancing collaborative efforts and coordinating successful domestic violence prevention programs. The FVPO supervises the FVPO Victim Resource Specialist who will provide victim assessments and resource referrals to victims identified through the Courts civil domestic violence protection order docket.

**Executive Director, LIFT3 Support Group:** Has over fifteen years experience in working with victims of domestic violence. The Executive Director started LIFT3, a community based victim services agency providing the County's only dual domestic violence crisis and transitional shelter program, in 2003. She is internationally and nationally known for her advocacy work and is a much sought after speaker on violence against women. LIFT3 employs approximately 18 victim advocates.

**Supervising Probation Officer, Domestic Violence Unit:** Oversees a team of experienced Probation Officers whose caseload is offenders convicted of domestic violence crimes. The Supervisor has over 25 years experience as a Probation Officer; ten years of which has been as supervisor of various caseloads including sex offenders. The Supervisor will assist with victim safety and compliance of court orders.

**Domestic Violence Victim Advocates:** The victim advocates are employed by the Vacaville Police Department. These individuals are experts in providing government based advocacy services to domestic violence victims. The advocates hold degrees in Social Work and have been working with domestic violence victims for many years. Their expertise includes safety planning and assessments; assistance with completion of restraining order petitions; providing accompaniment; legal, housing, and advocacy assistance; transportation to and from court; immigration assistance; and child care service referrals.

**Social Worker III:** The Solano County Social Workers have years of experience providing government based advocacy services which include, safety planning and assessments; assistance with the completion of restraining order petitions; providing court accompaniment; legal, housing, and advocacy assistance, transportation to and from court; immigration assistance, and child care services referrals, to victims of domestic violence.

**Self-Help Center Manager/Family Law Facilitator:** Is an attorney in good standing with the California Bar Association and has been practicing law for over ten years. The Self-Help Center Manager/Family Law Facilitator has several years experience in providing direct services to self-represented litigants, which includes assisting with the preparation of domestic violence petitions and responses; orders after hearings; referrals; information pertaining to the legal procedure; and

child custody; spousal support; divorce; separation or nullity petitions or responses, to parties involved in domestic violence cases.

**Managing Attorney, Legal Services of Northern California:** The Managing Attorney has been practicing law for over 35-years and is in good standing with the California Bar. He specifically has provided legal services to the poor since 1973 in California, Oregon, and Washington States. And he has several years experience assisting parties in domestic violence matters with completing court documents. He was the President of the Solano County Bar Association in 2007 and was the Solano County “Lawyer of the Year” in 2009.

**Self-Help Center Legal Processing Clerks II:** Are employed by the Court and have several years experience providing assistance to parties of domestic violence matters that include assistance in preparing; domestic violence petitions and responses; orders after hearings; and child support; child custody; visitation; spousal support; divorce; separation and nullity petitions or responses.

**Senior Management Analyst:** The Senior Management Analyst is the designated single-point of contact for this project and has over ten years experience in collecting, analyzing and reporting data. The Senior Manager Analyst holds a degree in Business Administration and is completing her Masters in Public Administration. Additionally, the Senior Management Analyst holds certificates in nonprofit management; grant management; and has over ten years experience in project development and implementation, grant management, and data analysis.

**Roles and Responsibilities of Project Partners:** The role of the Court is to be the lead agency and to support a collaborative approach to developing and implementing a civil domestic violence protection order docket. In an effort to strengthen the entire community’s response to domestic violence, the Court’s full-time Supervising Judicial Officer of Family Law, will

encourage community agencies to participate in the development of the project, so together a coordinated effort will better serve the parties of domestic violence matters.

The Court will be responsible for providing the following; a consolidated civil domestic violence protection order docket; one full-time judicial officer who is trained in domestic violence matters; one courtroom staffed with an armed bailiff to ensure safety; translators and interpreters when needed; a Civil Domestic Violence Docket Coordinator; a Domestic Violence Service Coordinator; a Self-Help Center Manager; Legal Processing Clerk II; and a Senior Management Analyst. The Court will be responsible for coordinating planning meetings; creating and submitting all narrative and financial reports; tracking of data; providing community referrals; and assisting parties of domestic violence matters with their court forms.

The role and responsibility of the Vacaville Police Department is to provide on-site victim advocacy services by specially trained social workers who attend court hearings with victims; assist with victim safety planning; and provide victims with community referrals including access to confidential victim advocates.

The role and responsibility of OFVP is to assist coordinate community efforts in addressing domestic violence; provide education community awareness to domestic violence issues; and provide training to volunteers to be placed in community based agencies as confidential advocates. Additionally, the OFVP Victim Resource Specialist will provide assistance with community referrals, advocacy, and safety planning and assessment.

The Solano County Probation Department will work with the Court to ensure violations of probation are promptly and accurately reported and that Batterer Intervention Classes meet state guidelines for curriculum content, offender attendance, and reporting mandates. This will be done through annual case file reviews and by auditing class sessions.

## **VI. Summary of Current OVW Projects**

The Superior Court of California, County of Solano currently does not have any OVW projects and has not received any funds for such. Additionally, the Court and project partners have not attended any OVW-sponsored training and technical assistance events during the current grant award period. Furthermore, the Court has never been the recipient of OVW grant awards or funds.



#### IV. Summary Data Sheet

- Name, title, address, phone number, and e-mail of authorized representative:

Brian Taylor, Court Executive Officer  
600 Union Avenue, Third Floor  
Fairfield, CA 94533  
[REDACTED]  
[REDACTED]

- Grant point-of-contact

Terry Quadros, Senior Management Analyst  
600 Union Avenue, Third Floor  
Fairfield, CA 94533  
[REDACTED]  
[REDACTED]

- Whether the agency has expended \$500,000 in Federal funds in the past FY. Solano Superior Court has not expended or received any Federal funds in the past FY.
- Facsimile number and e-mail address of the authorized official and point of contact. The authorized official is Brian Taylor at [REDACTED], facsimile number [REDACTED]. The point of contact is Terry Quadros at [REDACTED], facsimile number [REDACTED].
- A list of other Federal grant programs from which the applicant agency currently receives funding or which it applied for in Fiscal Year 2010. Solano Superior Court has not applied for any funding via any Federal grant programs and the Court has not/is not receiving any funding via Federal grant programs.
- Name of Federal, State, Local, Tribal or Territorial court that will serve as the lead agency. The Superior Court of California, County of Solano will serve as the lead agency.
- The regional areas where this project will be implemented. This project will be implemented in Solano County in the City of Fairfield and serve U.S. Districts Three, Seven, and Ten.
- Names of other Collaborating project partners who will be involved in project development and implementation. The Superior Court of California, County of Solano is working with SafeQuest, Vacaville Police Department, Solano County Probation, LIFT3, the Solano County Office of Family Violence Prevention and Legal Services of Northern California
- The Courts Program Statutory purpose area is to improve internal civil court functions, responses, practices, and procedures and to educate court-based and court personnel on issues relating to victim's needs, including safety, security, privacy and confidentiality.
- The project scope the court is pursuing is to develop and implement a domestic violence docket court to address the statutory purpose areas as mentioned in the previous bullet point.
- The Superior Court of California, County of Solano is seeking a development grant to implement a domestic violence docket court.
- The OVW priority areas addressed by this proposal are, address victim's and offenders linguistic needs through interpreter and translation services and develop innovative courts and court based or court related programs to improve court responses to adult sexual assault, domestic violence, dating violence, and stalking.