

### Budget Detail Worksheet and Narrative

<b>A. Personnel</b>		
Name/Position	Computation <sup>1</sup>	Cost/ Three Year Period
PT Civil DV Court Case Coordinator	Annual salary \$45,485* .75FTE=\$34,114 divided ½ yr.= \$17,057 step 1	\$17,057 step 1
	Annual salary \$45,485* .75FTE=\$34,114 divided ½ yr.= \$17,057 for step 1; and then step 2 increase annual salary 47,759*.75FTE=\$35,819 divided by ½ yr.= \$17,910= step 2	\$17,057 step 1 \$17,910 step 2
	Annual salary 47,759*.75FTE=\$35,819 divided by ½ yr. = \$17,057 for step 2; and then \$50,147*75FTE=\$37,610 divided ½ yr. = \$18,805= step 3.	\$17,910 step 2 \$18,805 step 3
FT Civil DV Project Attorney	1 FTE @annual salary step 1 \$52,624.00 divided by ½ yr. = \$26,312.	\$26,312 step 1
	1 FTE @annual salary step 1 \$52,624.00 divided by ½ yr. = \$26,312.; and then \$55,255 annual salary for step 2 divided by ½ yr.= \$27,628=step 2	\$26,312 step 1 \$27,628 step 2
	1 FTE @annual salary \$55,255 divided by ½ yr. = \$27,627=step 2; and then \$58,018 step 3 annual salary divided by ½ yr. = \$29,009= step 3.	\$27,628 step 2 \$29,009 step 3
<b>Total Personnel</b>		<b>\$225,628.00</b>

**TOTAL PERSONNEL \$225,628.00**

The DV Court Case Coordinator will be hired as a .75FTE and hired six months after the execution of the OVW contract and with the permission of the OVW Program Manager. The DV Court Coordinator is considered key personnel and will dedicate 75% of their time to improve the internal Civil DV Court functions, responses, practices, and procedures by serving as the

<sup>1</sup> The DV Project Attorney will be hired within six months of the OVW contract execution. The DV Court Coordinator will be hired six months after the execution of the OVW grant contract. Salary calculations reflect annual step increases of 5%, which both positions are eligible for.

central point of contact to the partner organizations and coordinating all DV Court planning and steering committee meetings.

The Coordinator will assist the DV judicial officer and DV Project Attorney in the courtroom; assist litigants with their restraining order applications, and prepare orders after hearing in the courtroom; provide all litigants instructions/information prior to the court hearing; introduce the victim advocates who are in the courtroom to the complainant; ensure that interpreter services are available when needed; coordinate with the sheriff's bailiff for a victim escort from the courthouse when necessary; file the orders of the court; and provide the parties copies of the restraining order before they leave the courtroom.

The 1.FTE DV Project Attorney will be hired within six months of the executed OVW contract and with permission of the OVW Program Manager. The DV Project Attorney is considered key personnel and will dedicate 100% of his/her time to improve the internal Civil DV Court functions, responses, practices, and procedures by providing enhanced access for the underserved population located in Vallejo, California. Services include, locating the DV Project Attorney at the Vallejo Courthouse three days a week to assist litigants with their restraining orders and family law related matters. Additionally, the DV Project Attorney will provide services at the Fairfield Courthouse two days a week. Services include; providing assistance to the judicial officer in the courtroom during the DV Court hearings; assist with preparing and reviewing the orders after hearing; and providing litigants' assistance with restraining orders and family law related matters.

<b>B. Fringe Benefits</b>		
Name/Position	Computation <sup>2</sup>	Cost/ Three Year Period <sup>3</sup>
<b>Civil DV Court Coordinator</b>	Step 1 fringe benefits=\$15,467.39 for the first six months of employment.	\$15,467.39 step 1
	Step 1 fringe benefits=\$15,467.39 for six months and then \$15,748.74 for six months at step 2.	\$15,467.39 step 1 \$15,748.74 step 2
	Step 2 fringe benefits=\$15,748.74 for six months and then \$16,044.15 at step 3.	\$15,748.74 step 2 \$16,044.15 step 3
<b>Civil DV Project Attorney</b>	Step 1 fringe benefits=\$18,520.57 for the first six months of employment.	\$18,520.57 step 1
	Step 1 fringe benefits=\$18,520.57 for six months and then \$18,954.57 at step 2.	\$18,520.57 step 1 \$18,954.57 step 2
	Step 2 fringe benefits=\$18,954.57 for six months and then \$19,410.27 at step 3.	\$18,954.57 step 2 \$19,410.27 step 3
<b>Total Fringe Benefits</b>		<b>\$172,836.96</b>

**TOTAL FRINGE BENEFITS \$172,836.96**

The DV Court Coordinator and the DV Project Attorney are key personnel and will be union employees. Accordingly, as union employees, they are entitled to receive benefits as outlined in the MOU between the Court and the Union Employees. Benefits include, vacation and sick leave; retirement contributions; health, dental, and life insurance. The Court is obligated to pay its portion of FICA and Medicare for all employees.

<sup>2</sup> Computations for fringe benefits are: 25.339% of annual salary+FICA 6.2% of annual salary+ Medicare 1.45% of annual salary; + health, life, and Worker's Comp=\$19,681 annually. Health Insurance is based on family level coverage.

<sup>3</sup> Fringe benefits are calculated for 2.5 years. The first six months of the project will be for planning, recruiting, and hiring the DV Court Attorney and DV Court Coordinator.

<b>C. Travel</b>				
Purpose of Travel	Location	Item	Computation	Cost/Three Year Period
<b>OVW Mandated Training Technical Assistance</b>	TBD East Coast	Airfare	\$550(avg.) economy round trip*3 court employees	\$1,650.00
		Airport car parking	\$15(avg.) 4 days*3 court employees who have cars	\$180.00
		Mileage to drive to and from airport parking garage.	.565¢ cent per mile@125 miles (round trip)*3 court employees	\$211.87
		Shuttle from airport to hotel & hotel to airport	\$60 round trip*3 court employees	\$120.00
		Lodging	\$183(avg.)*3 court employees*4 days	\$2,196.00
		Per diem	\$71(avg.)*3 court employees* 3 days	\$639.00
<b>CCI NY Open House Technical Assistance</b>	New York	Airfare	\$550(avg.) economy round trip*4 court employees	\$2,200.00
		Airport car parking	\$15(avg.) 3 days*4 court employees who have cars	180.00
		Mileage to drive to and from airport parking garage.	.565¢ cent per mile@125 miles (round trip)*4 court employees	\$282.50
		Shuttle from airport to hotel & hotel to airport	\$60 round trip*4 court employees	\$240.00
		Lodging	\$241 (avg.)*4 court employees*3 days	\$2,892.00
		Per diem	\$71(avg.)*4 court employees* 3 days	\$852.00
<b>Total for Travel</b>				<b>\$11,643.37</b>

**TOTAL TRAVEL \$11,643.37**

As the lead agency of the proposed project, the Superior Court of California, County of Solano (Court) will send three Court employees to the OVW Technical Assistance Training. Accordingly, the Court has allocated \$4,996.87 of the required \$15,000 technical assistance training funds 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 estimate, which could result in variances once travel actually occurs. The Court utilized the United States General Services Administration per diem rates for the travel calculations.

Additionally, the Court will send at least four employees to the Center for Court Innovation Open House in New York for technical assistance. Accordingly, the Court is allocating \$6,646.50 of the required \$15,000 technical assistance training funds to cover the expense of travel in accordance with program guidelines.

The technical assistant service providers will provide the Court and justice partners access to the latest evidenced based best practices for the management of a Domestic Violence Court, which will result in significantly improved responses to domestic violence, sexual assault, dating violence, and stalking cases.

<b>D. Equipment</b>				
Purpose	Item	Number	Computation	Cost
To create restraining orders in the DV Courtroom	Laptops	2	\$1,500*2	\$3,000.00
To print restraining orders in the DV Courtroom	Printers	2	\$1,000*2	\$2,000.00
<b>Total</b>				<b>\$5,000.00</b>

**TOTAL EQUIPMENT \$5,000.00**

The Court will purchase two laptops which will be utilized by the DV Project Attorney and the DV Court Coordinator for drafting orders after hearing, restraining orders, and related family law matters, such as spousal and child support. The printers will be placed at the Vallejo and Fairfield Courthouses and will be utilized to print restraining order petitions and related family law matters.

<b>E. Supplies</b>				
Purpose	Item	How often	Computation	Cost
To print restraining orders	Copy paper	Per month	\$100*36 months	\$3,600.00
To print restraining orders	Ink cartridges for the two printers.	Per month	\$50*36 months	\$1,800.00
On-going operations	Pens, note pads, staples, paper clips, etc.	Per month	\$25*36 months	\$900.00
For document preparation	Software programs Microsoft Suite, Child and spousal support calculators	Yearly licensing fee	\$2,000*3 years	\$6,000.00
<b>Total Supplies</b>				<b>\$12,300.00</b>

**TOTAL SUPPLIES \$12,300.00**

Office supplies are needed for the general operations of the Domestic Violence Court. The Domestic Violence Court utilizes a considerable amount of copy paper and ink cartridges to print the statutory number of copies of the restraining order. The restraining order is provided to the parties prior to their leaving the courtroom. Software programs and the annual licensing fees are needed for the two new laptops for document preparation.

<b>F. Consultant Contract</b>				
Purpose	Item	Number	Computation	Cost
Assist with Planning Phase of the project	N/A	N/A	50 hours*\$40.00 per hour	\$2,000.00
Interpreter/Translation services			\$4,000* 3-years.	\$12,000.00
<b>Total</b>				<b>\$14,000.00</b>

**TOTAL CONSULTANT CONTRACT \$14,000.00**

The Court in collaboration with the justice and community partners are committed to the successful implementation of the DV Court and to that extent, planning is a critical component of the process. Therefore, the Court is allocating \$2,000.00 for the planning phase by which a consultant will be sought to assist the DV Court Advisory Committee plan for the implementation of the DV Court. The Court will ensure that when needed interpreter and translation services will be provided to litigants appearing at the Civil DV Court hearings. Additionally, if needed, the Court will provide interpreter and translation services to individuals who need assistance in completing their forms and/or need legal information pertaining to domestic violence and family law related matters. Accordingly, the Court is allocating \$12,000.00 for this purpose.

G. Consultant Travel				
Purpose of Travel	Location	Item	Computation	Cost/Three Year Period
OVW Mandated Training Technical Assistance	TBD East Coast	Airfare	\$550(avg.) economy round trip*1 justice partner	\$550.00
		Airport car parking	\$15(avg.) 4 days* 1 justice partner	\$60.00
		Mileage to drive to and from airport parking garage.	.565¢ cent per mile@125 miles (round trip)*1 justice partner	\$70.62
		Shuttle from airport to hotel & hotel to airport	\$60 round trip*1 justice partner	\$60.00
		Lodging	\$183(avg.)*1 justice partner*4 days	\$732.00
		Per diem	\$71(avg.)*1 justice partner* 3 days	\$213.00
CCI NY Open House Technical Assistance	New York	Airfare	\$550(avg.) economy round trip*1 justice partner	\$550.00
		Airport car parking	\$15(avg.) 3 days*1 justice partner	\$45.00
		Mileage to drive to and from airport parking garage.	.565¢ cent per mile@141.62 miles (round trip)*1 justice partner	\$80.01
		Shuttle from airport to hotel & hotel to airport	\$60 round trip*1 justice partner	\$60.00
		Lodging	\$241 (avg.)*1 justice partner*3 days	\$723.00
		Per diem	\$71(avg.)*1 justice partner* 3 days	\$213.00
Total for Travel				\$3,356.63

**TOTAL CONSULTANT TRAVEL \$3,356.63**

One justice partner will travel with Court staff to attend the mandatory OVW orientation training. In addition, one justice partner will travel with Court staff to attend the Center for Court Innovation open house. The purpose of the justice partner attending both training events is to build collaborative relationships with the DV Court's key personnel and to assist the Court to improve the Court's response to domestic violence, sexual assault, dating violence, and/or stalking cases.

The expenses for the consultant travel are an estimate and will change upon actual travel. The Court utilized the United States General Services Administration per diem rates.

<b>H. Construction</b>				
Purpose	Item	Number	Computation	Cost
N/A	N/A	N/A	N/A	\$0.00

**TOTAL CONSTRUCTION \$0.00**

The Court is not requesting funds for construction.

<b>I. Other Costs</b>				
Purpose	Item	Number	Computation	Cost
N/A	N/A	N/A	N/A	\$0.00

**TOTAL OTHER COSTS \$0.00**

The court does not have any other costs.

<b>J. Indirect Costs</b>				
Purpose	Item	Number	Computation	Cost
N/A	N/A	N/A	N/A	\$0.00

**TOTAL INDIRECT COSTS \$0.00**

The Court does not have any indirect cost

Implementation of the proposed Domestic Violence Court cannot occur unless the Superior Court of California, County of Solano receives funding from the 2013 OVW Court Training and Improvements Program, as the Court's operational budget has been reduced by 30%.

<b>Budget Category</b>	<b>Amount</b>
A. Personnel:	\$225,628.00
B. Fringe Benefits	\$172,836.96
C. Travel	\$11,643.37
D. Equipment	\$5,000.00
E. Supplies	\$12,300.00
F. Consultant Contract	\$14,000.00
G. Consultant Travel	\$3,356.63
H. Construction	\$0.00
I. Other Costs	\$0.00
J. Indirect Costs	\$0.00
<b>Total Project Costs</b>	<b>\$444,764.96</b>
Federal Share Requested	\$444,764.96
Non-Federal (Match) Amount	\$0.00

**Project Narrative**

**Purpose of Application:** The purpose of this application is to strengthen the Superior Court of California, County of Solano's (Court) response to civil domestic violence matters by collaborating with justice and community partners to transition from the current dedicated Civil Domestic Violence (DV) Docket to a dedicated Civil Domestic Violence (DV) Court. The implementation of the Civil DV Court will enhance civil domestic violence case management by efficiently processing cases involving allegations of domestic violence; 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.

Specifically, the Court, as the lead agency, will implement a dedicated Civil DV Court within twelve months of the OVW grant award; set review hearings to monitor compliance with court orders; collaborate with justice partners and community agencies to provide on-site victim advocacy services; provide interpreters for litigants involved in civil domestic violence matters; provide free legal assistance with family law matters, and provide domestic violence restraining order applications to an underserved population located in Vallejo, California; hire a 1 FTE Domestic Violence (DV) Project Attorney; hire a .75 FTE Domestic Violence (DV) Coordinator; and participate in OVW trainings and technical assistance. However, implementation of the proposed dedicated Civil DV Court cannot occur unless the Court receives funding from the 2013 OVW Court Training and Improvements Program, as the Court's operational budget has been reduced by 30%, pursuant to national and statewide budget crisis.

**Current Process:** Currently, the dedicated Civil DV Docket is heard in Fairfield, California by a full-time judicial officer. All restraining order applications, involving an intimate partner relationship, are assigned to the dedicated Civil DV Docket, which is heard two days a week by one judicial officer. The Civil DV judicial officer does not have jurisdiction over criminal matters. However, the Clerk of the Court pulls related case files pertaining to the litigants involved in a Civil DV matter. The case files are then provided to the judicial officer for his/her review. Additionally, the judicial officer is provided a criminal history report pertaining to the respondent (alleged abuser). The report is generated from information located in the California Law Enforcement Telecommunications System (CLETS) and the Court's case management database. All the information combined, serves to enhance the judicial decision-making of the Civil DV Docket judicial officer.

The Civil DV Docket is also supported by Self-Help Center (SHC) staff and a DV Clerk. The DV Clerk is funded by the 2010-OVW grant. In court, SHC staff and the DV Clerk assist the judicial officer by preparing and processing Orders After Hearing. Furthermore, during the Civil DV Docket, the judge, SHC staff, and the DV Clerk routinely refer litigants to on-site domestic violence advocates from collaborative partner agencies who provide assistance with safety planning, crisis shelter, information on legal procedure, form preparation, emergency services, and counseling. Additionally, the SHC staff assists self-represented litigants with restraining orders and related family law document preparation, case review, and provides information about the legal process.

The Court also 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 immediate issuance of a temporary emergency protective order.

**Location and Jurisdiction:** The Court is in Northern California located in Solano County. The County is 821.77 square miles in area and has seven incorporated cities, which include Benicia, Dixon, Suisun City, Vallejo, Fairfield, Vacaville, and Rio Vista, as well as Travis Air Force Base, a major USAF installation. The City of Fairfield is the County Seat. Solano County is included in Congressional Districts Three and Five. The Court is the court of exclusive jurisdiction for state law in Solano County and all family law petitions and applications for restraining orders are heard there. The Court has three courthouse locations, two in Fairfield and one in Vallejo.

**Population:** Table 1 below, shows Solano County's population in 2010 was 413,344.<sup>1</sup>

**Table 1**

City	Population <sup>2</sup>	Male	Female
Benicia	26,997	12,987	14,010
Dixon City	18,351	9,072	9,279
Rio Vista	7,360	3,539	3,821
Suisun City	28,111	13,836	14,275
Fairfield	105,321	51,851	53,470
Vacaville	92,428	48,927	43,501
Vallejo	115,942	56,277	59,665
Unincorporated	18,834	9,706	9,128
<b>Total</b>	<b>413,344</b>	<b>206,195</b>	<b>207,149</b>

Solano County continues to maintain consistent population growth. During the implementation of the proposed Civil DV Court, the California's Department of Finance is projecting that Solano County's population will increase to 424,494 by 2015.<sup>3</sup>

<sup>1</sup>United State Census website: <http://www.census.gov/2010census/popmap/ipmtext.php?fl=06>

<sup>2</sup> Source: U.S. Census Bureau;

[http://factfinder2.census.gov/bkmk/table/1.0/en/ACS/11\\_5YR/DP02/05000000US06095](http://factfinder2.census.gov/bkmk/table/1.0/en/ACS/11_5YR/DP02/05000000US06095)

**Demographics:** Of the 413,344 people in Solano County accounted for in the 2010 United

States Census, 49.9 percent are male and 50.1 percent are female. Over 75 percent of the population is over the age of 18. Families are the largest population group in Solano County. In 2010, there were 139,312 households. Families comprised 71 percent of the households in Solano County with the average household size being 2.82 people. Of the 71 percent identified family households, 52 percent were identified as married-couple families and 28.4% percent were identified as non-family household. Over 8.1% of households living in Solano County were living at or below the Federal Government's poverty standards. Additionally, the U.S. Census American Fact Finder for Solano County, reports of the population 18 years of age and older, 35,653 are veterans and 8,690 adults were employed by the armed forces. Solano County is a racially diverse community, as illustrated in Table 2 below.

**Table 2<sup>4</sup>**

<b>2010 Race</b>	<b>Number of People</b>	<b>Percent</b>
White	210,751	51%
Black or African American	60,750	14.7%
American Indian & Alaska Native	3,212	0.8%
Asian	60,473	14.6%
Native Hawaiian and other Pacific Islander	3,564	0.9%
Some other race	43,236	10.5%
Two or more races	31,358	7.5%
<b>Total</b>	<b>413,344</b>	<b>100%</b>

According to the U.S. Census Bureau's Solano County 2010 People Quick Facts, 92.4 percent of the Solano County population self-identified as one race, while 7.6 percent of the population self-identified as two or more races. The California Department of Finance estimates that by 2020, 60% of Solano County residents will be minorities as reflected in Table 3.

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

<sup>4</sup> Source: [http://factfinder2.census.gov/bkmk/table/1.0/en/DEC/10\\_DP/DPDP1/0500000US06095](http://factfinder2.census.gov/bkmk/table/1.0/en/DEC/10_DP/DPDP1/0500000US06095)

**Table 3<sup>5</sup>**

<b>2020 Race/Ethnicity Projection</b>	<b>Estimate</b>	<b>Percent</b>
White	176,385	39.44%
Hispanic	115,635	26.88%
Asian	65,532	14.65%
Pacific Islander	3,579	0.08%
Black	57,744	12.91%
American Indian	1,894	0.04%
Multiracial	26,448	6%
<b>Total</b>	<b>447,217</b>	<b>100%</b>

According to the 2011 American Community Survey report, 70.6% of the population five years and older in Solano County spoke only English and 29.4% of the population spoke a language other than English. Of the 29.4% of the population whose second language is English they stated they did not speak English very well. This creates an issue for litigants involved in domestic violence matters who are Limited English Proficient (LEP).

**Target Population:** 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 in Solano County. Identification of the target population for the Civil DV Court will be done by the Court's Family Law Legal Processing Clerk (LPC). All Family Law LPCs have received training and policies to assist them identify the target population and assign the target population to the dedicated Civil DV Court calendar.

Table 4 below, shows the number of all civil domestic violence protective order applications filed in Solano County since 2006.

**Table 4**

<b>Civil Domestic Violence Restraining Order Petitions</b>
--

<sup>5</sup> Source: <http://www.dof.ca.gov/research/demographic/reports/projections/P-1/>

The Superior Court of California, County of Solano  
Development of a Dedicated Civil Domestic Violence Court

<b>Fiscal Year</b>	<b>Number of Filings</b>
2006/2007	1,407
2007/2008	1,434
2008/2009	1,498
2009/2010	1,563
2010/2011	1,408
2011/2012	1,421

Table 5 below, shows the number of interpreter services provided by the Court for civil domestic violence matters.

**Table 5**

<b>Fiscal Year</b>	<b>DV Interpreter Services Provided</b>
2006/2007	120
2007/2008	125
2008/2009	68
2009/2010	39
2010/2011	130
2011/2012	74

The target population also includes individuals granted 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. In 2012, the Court granted 522 emergency protective orders (EPOs).

**Target Population Benefits:** The major benefits and expected outcomes for the target population from the proposed dedicated Civil DV Court are: an increase in the number of litigants served; an increase in services at the Vallejo Courthouse, which is currently underserved; increased linguistic access for litigants with Limited English Proficiency (LEP); continued and enhanced judicial officer support; continued and enhanced training for judicial

officers and court staff; increased referrals to community service providers; enhanced victim safety; and improved case management and information sharing.

**Service Gaps:** The Court's Self-Help Center (SHC) staff assists self-represented litigants with restraining orders and related family law document preparation, case review, and provides information about the legal process. The majority of these services are offered at the Fairfield Courthouse. The demand for free legal assistance is extraordinary, resulting in long lines and members of the public waiting one to two hours for assistance. Services in the Vallejo Courthouse are even more limited resulting in litigants being an underserved population. One SHC attorney is available four to six hours each week to assist litigants with family law matters, including restraining orders, at the Vallejo Courthouse. Legal Services of Northern California also has a part-time attorney to assist with restraining order applications at the Vallejo Courthouse but assistance is not available every day. As a result, most Vallejo residents must travel to the Fairfield Courthouse, a distance of approximately 17 miles, to receive free legal assistance with family law and domestic violence matters.

**Barriers to the Target Population Accessing Court Services:** Members of the target population residing in Vallejo have the added hardship of traveling from Vallejo to Fairfield to access self-help services. Many Vallejo residents comment on the difficulty of traveling to Fairfield due to limited resources and lack of reliable transportation. Some members of the target population have difficulty accessing court services because they do not speak and/or write English or because they are intimidated by the court system and its processes. The high demand for self-help services also represents a barrier to accessing court services because of people's inability to wait one to two hours to be served, especially when child-care is an issue.

**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 funding towards domestic violence training. Consequently, judicial officers and staff from the Court have attended specialized domestic violence training. Domestic violence training offered by the State, through OVW funding, complements this proposal by providing judicial officers and court personnel training to improve service to litigants involved in DV matters.

**Applicant and other OVW Grants:** The Court is not applying for any other OVW grants.

**What Will Be Done?:**

**Type of Project:** The Court is submitting an OVW continuation application to transition from its current dedicated Civil DV Docket to develop a dedicated Civil DV Court for the purpose of improving internal civil DV court functions, responses, practices, and procedures. The 36 month long project will address OVW Priority Areas with the following proposed activities; victim's linguistic needs through interpreter and translation services; provide comprehensive services to communities that have been traditionally underserved; and developing methods for enhancing judicial decision-making in protective order cases. These activities will improve judicial handling of domestic violence and promote informed judicial decision making by providing resources that directly serve the target population, thereby allowing the expeditious processing of their matters.

Accordingly, the Court, in collaboration with its justice and community partners, will do the following: Extensively collaborate with agencies and community-based organizations by initiating monthly planning meetings for a minimum of six months, but not more than twelve

months, in order to develop and implement a dedicated Civil Domestic Violence Court for the issuance of protective orders and related family matters; establish a DV Court Advisory Committee to meet quarterly to review and modify the project as necessary; collect data and submit all required annual and/or semi-annual reports as well as quarterly financial reports; upon order of the Court, protective orders will be provided to litigants before they leave the DV Court hearing; ensure that all issued protective orders are entered into the California Law Enforcement Telecommunications System database; actively participate in OVW training with OVW Technical Assistant providers; assign a full-time judicial officer to hear the dedicated Civil DV Court; implement a review calendar for effective case monitoring and compliance follow-up; provide DV litigants assistance with the preparation of their court paper work; hire a .75FTE DV Case Coordinator to manage scheduling of the DV Court calendar and provide assistance to litigants with their restraining order petitions; and hire 1FTE DV Attorney who will provide assistance with family law and domestic violence matters to eligible litigants at the Vallejo Courthouse three days a week and provide services at the Fairfield Courthouse two days a week.

The Court is not able to provide direct advocacy services to the target population as the Court must remain neutral to both litigants who are seeking relief from the Court for their domestic violence matters. However, the Court is collaborating with LIFT3, the Solano County Family Violence Prevention agency, Fairfield Police Department, Vacaville Police Department, and SafeQuest all of whom have agreed to provide on-site domestic violence advocacy services.

**Goals and Objectives:** Table 6 reflects the proposed activities, goals, objectives, time frame, and responsible agency, which were determined by the planning committee as critical for the successful implementation of the dedicated Civil DV Court. The goals and objectives of this

The Superior Court of California, County of Solano  
Development of a Dedicated Civil Domestic Violence Court

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; and linking the target population to community services.

**Table 6**

<b>Goal #1: Establish an Advisory Committee for the Dedicated Civil Domestic Violence Court.</b>		
<b>Objective</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Identify agencies and key representatives needed for the Civil DV Court Advisory Committee.	Make contact with agency stakeholders and establish a Civil DV Court Advisory Committee. Upon award notification.	All agencies as shown on the MOU of collaboration.
<b>Goal #2: Coordinate and conduct monthly planning meetings for the implementation of the Dedicated Civil Domestic Violence Court.</b>		
<b>Objective</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Establish communications with key stakeholders from justice and community partners.	Revisit the roles and responsibilities outlined in the MOU. Upon award notification.	The Supervising Judicial Officer of Family Law or the DV Court judicial officer with the assistance of the Family Law Facilitator.
Establish communications with key stakeholders from community partner agencies.	Coordinate and conduct monthly Civil DV Court planning meetings. Upon award notification.	The Supervising Judicial Officer of Family Law or the DV Court judicial officer with the assistance of the Family Law Facilitator.
Coordinate OVW Technical Assistance Planning Meetings. Upon award notification.	Solano Superior Court.	
Identify additional community 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.
	Attend OVW and TA trainings. Dates TBA.	Solano Superior Court and some members of the Civil DV Court Advisory Committee.

**Table 6 (Continued)**

<b>Goal #2: Coordinate and conduct monthly planning meetings for the implementation of the Dedicated Civil Domestic Violence Court.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Seek training to develop the Dedicated Civil DV Court.	Attend OVW Mandatory Orientation Meeting. Date TBA.	Solano Superior Court and some members of the Civil DV Court Advisory Committee.
<b>Goal #3: Identify additional resources for the Dedicated Civil Domestic Violence Court.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Identify resources for the Civil Domestic Violence Court which can be provided to litigants who are in the Civil DV Court.	Create a resource referral list during the first 18 months of the project for DV litigants.	Solano Superior Court and the Civil DV Court Advisory Committee.
<b>Goal #4: Recruit, hire, and train the Civil Domestic Violence Court Coordinator.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Recruit and hire a qualified candidate to fill the .75FTE DV Court Coordinator position.	Work with the Court's HR Dept. to recruit and hire a DV Court Coordinator. Within 6-12 months of award notification.	Solano Superior Court's HR Dept., Family Law Facilitator and the DV Court Advisory Committee.
Provide training to the DV Court Coordinator, which enhances their ability to coordinate the Civil DV Court calendar and provide services to litigants.	Attend the AOC Domestic Violence Restraining Order Basics training when available.	Solano Superior Court.
	Attend the AOC Restraining Order Practices: Hot Topics in Handling Domestic Violence Cases when available.	Solano Superior Court.
	Attend the AOC First Communications in the Courthouse training when available.	Solano Superior Court.

**Table 6 (Continued)**

<b>Goal #4: Recruit, hire, and train the Civil Domestic Violence Court Coordinator.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
	Attend OVW training activities. Upon announcement by OVW.	Solano Superior Court.
	Attend AOC professional Demeanor in the Courts when available.	Solano Superior Court.
Enhance the DV Coordinator's skills in order to provide direct services to DV Litigants.	Receive on the job training specific to case screening, document preparation, resource referrals, etc. Immediately upon hire.	Solano Superior Court.
<b>Goal #5: Recruit, hire, and train the Civil Domestic Violence Court Attorney.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Recruit and hire a qualified candidate to fill the 1FTE Civil DV Court Attorney.	The Court's HR Department to recruit and hire a Civil DV Court Attorney. Within 6 months of award notification.	The Court's HR Dept., Family Law Facilitator and the DV Court Advisory Committee.
Provide training to the Civil DV Court Attorney, which enhances their ability to provide direct services to DV Litigants.	Attend the AOC Domestic Violence Restraining Order Basics training when available.	Solano Superior Court.
	Attend the AOC Restraining Order Practices: Hot Topics in Handling Domestic Violence Cases when available.	Solano Superior Court.
	Attend the AOC First Communications in the Courthouse training when available.	Solano Superior Court.

**Table 6 (Continued)**

<b>Goal #5: Recruit, hire, and train the Civil Domestic Violence Court Attorney.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
	Attend OVW training activities. Upon announcement by OVW.	Solano Superior Court.
	Attend AOC professional Demeanor in the Courts when available.	Solano Superior Court.
Enhance skills in order to provide direct services to DV Litigants.	Receive on the job training specific to case screening, document preparation, resource referrals, etc. Immediately upon hire.	Solano Superior Court.
<b>Goal #6: Develop the policies, procedures, and protocols for the dedicated Civil Domestic Violence Court.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Review best practices for policies, procedures, and protocols for the Civil DV Court.	Contact OVW Technical Assistant providers for help. Within 6 months of award.	Solano Superior Court and the Civil DV Court Advisory Committee.
Develop the policies, procedures, and protocols for the Civil DV Court.	Develop policies, procedures, and protocols with OVW Technical Support assistance. Within 12 months of award notification.	Solano Superior Court and the Civil DV Court Advisory Committee.
	Circulate and review the draft policies, procedures, and protocols, manual to the Civil DV Court Advisory Committee. Within 14 months of award notification.	Solano Superior Court and the Civil DV Court Advisory Committee.

**Table 6 (Continued)**

<b>Goal #6: Develop the policies, procedures, and protocols for the dedicated Civil Domestic Violence Court.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
	Approve the policies, procedures, and protocols manual. Within 16 months of award notification.	Solano Superior Court and the Civil DV Court Advisory Committee.
	Submit the policies, procedures, and protocols manual to OVW for use by other Courts. Within 17 months of award notification.	Solano Superior Court.
<b>Goal #7: Implement the dedicated Civil Domestic Violence Court.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Transition from the Civil DV Docket to the Dedicated Civil DV Court.	Implement the Dedicated Civil DV Court; heard by one full-time judicial officer. Within 12 months of award notification.	Solano Superior Court and the DV Court Advisory Committee.
Educate the community of Solano County regarding the Dedicated Civil DV Court.	Issue Press Release to media, within one week of award notification.	Solano Superior Court.
<b>Goal #8: Determine if the Dedicated Civil Domestic Violence Court is meeting the OVW performance measures.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
Develop performance measures to determine effectiveness of project.	Work with OVW and the Muskie School of Public Service.	Solano Superior Court and Civil DV Advisory Committee.

**Table 6 (Continued)**

<b>Goal #8: Determine if the Dedicated Civil Domestic Violence Court is meeting the OVW performance measures.</b>		
<b>Objectives</b>	<b>Activities and Time Frame</b>	<b>Agency Responsible</b>
	Participate in the Muskie School of Public Service measuring effectiveness initiative training.	Solano Superior Court and Civil DV Advisory Committee.
Collect performance measure data pertaining to the Dedicated Civil DV Court.	Collect and analyze data, within first session of implementation of the Dedicated Civil DV Court. Ongoing and continuous thereafter.	Solano Superior Court and the DV Advisory Committee.
	Modify project based on performance measure outcomes. Ongoing and continuous.	Solano Superior Court and the DV Advisory Committee.
Share project data for constructive feedback.	Submit OVW grant reports as per RFP and contract instructions. Ongoing.	Solano Superior Court.

**Expected outcomes:** The expected outcomes include; an increase in the number of litigants receiving services; an increase of DV and family law services available at the Vallejo courthouse; an increase in linguistic access for litigants with Limited English Proficiency (LEP); enhanced judicial officer support; judicial and court staff receiving DV training; increased referrals to community service providers; enhanced victim safety; increased compliance follow-up; and improved case management and information sharing.

**Current Practice Victim Safety and Autonomy:** To ensure the safety of everyone in the

dedicated Civil DV Docket, the Court utilizes the services of the Solano County Sheriff's deputy bailiffs. The Bailiffs are armed and receive certification training on how to secure a courtroom. Additionally, if a victim is being threatened or intimidated by anyone in the courtroom, the Bailiff and/or judicial officer will resolve and/or remove the threat from the courtroom. Furthermore, bailiffs will provide any victim an escort out of the courthouse. Collaborative partners involved in the Civil DV Docket provide victims safety planning training. All litigants involved in the Civil DV Docket are ensured autonomy by which they are provided options to make an informed un-coerced decision. Specifically, Court staff and collaborative partners involved in the Civil DV Docket, respect the decisions that the litigants have the right to make. Additionally, collaborative partner LIFT3 provides DV victims an opportunity to participate in their Economic Empowerment program.

**How will Victim Safety and autonomy be addressed in the proposed Project?:** Victim safety and autonomy for the proposed Civil DV Court will utilize the same practices and procedures currently in use with the Civil DV Docket (see above).

**Additional Funding and Existing Projects:** The additional funding received from OVW will allow the Court to transition from its existing dedicated Civil DV Docket to a dedicated Civil DV Court. The transition will allow the court to hire a .75 FTE DV Coordinator who will assist with case screening, document preparation, and resource referrals and hire 1FTE DV Attorney who will provide assistance with family law and domestic violence issues to litigants at the Vallejo Courthouse three days a week and provide services at the Fairfield Courthouse two days a week. Accordingly, the additional OVW funding will allow the Court and its collaborative partners to

provide more services to litigants involved in domestic violence matters; including related family law matters, such as child custody, visitation, and/or spousal support, etc.

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

**Implementation Responsibility:** In order to improve the justice system's response to domestic violence, the Court will be the lead agency responsible for implementing the proposed dedicated Civil DV Court. The designated single point of contact and the administrative arm of the Court is Brian K. Taylor, Court Executive Officer. The point of contact for the 2013 OVW grant is Richard de Blois, Family Law Facilitator and Self Help Center Manager.

**Creation of the DV Court Case Coordinator:** As per the terms of the 2013-OVW RFP, the Court in collaboration with its justice and community partners will work together during the planning phase to develop a job description and duties for the DV Court Case Manager position. Recruitment of the position will be the responsibility of the Court. The DV Court Case Manager will be a .75 FTE employee of the Court and will be supervised by Richard de Blois, the Family Law Facilitator/Self Help Center Manager.

**Intended Project Partners:** The intended project partners are the Court, the United States Department of Justice Office on Violence Against Women, Solano County Sheriff, Solano County District Attorney, Fairfield Police Department, Vacaville Police Department FIRST, LIFT3, Legal Services of Northern California, and SafeQuest.

**Collaborative Partnerships:** The Court is including in its 2013 OVW grant application the MOU as required, which clearly demonstrates the collaboration between the Court and partner agencies and the responsibilities of each agency in the implementation of the proposed project.

**Expertise and/or Experience of Key Staff:** The key staff include; a full-time Judicial Officer, DV Attorney, Family Violence Prevention Officer, Executive Director of LIFT3 Support Group, Domestic Violence Victim Advocates, Social Worker III, Self-Help Center Manager, Managing Attorney of Legal Services of Northern California, and Legal Processing Clerks. Resumes and job descriptions are attached with this application.

**Judicial Officer:** The full-time judicial officer has experience hearing domestic violence matters and will receive training specific to domestic violence. The judicial officer will hear all cases assigned to the dedicated Civil DV Court.

**Family Violence Prevention Officer (FVPO):** Oversees the operations of the Solano County Office of Family Violence Prevention, which is part of the Solano County District Attorney's Office. The Prevention Officer manages a state-certified Domestic Violence Volunteer Advocate Training Program and 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 dedicated Civil DV Court.

**Executive Director, LIFT3 Support Group:** Has over fifteen years' experience 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. LIFT3 provides safety planning and assessments; assistance with completion of restraining order petitions; providing accompaniment; legal, housing, and advocacy assistance; and transportation to and from court.

**Domestic Violence Victim Advocates:** The victim advocates are employed by Solano County

Office of Family Violence Prevention, Vacaville, and Fairfield Police Departments, LIFT3 and

SafeQuest. The advocates have been working with domestic violence victims for several 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 several years' experience

providing DV 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. He has several years'

experience in providing direct services, 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.

**SafeQuest Solano:** The interim Executive Director of SafeQuest Solano has several years

experience planning and creating DV programs. SafeQuest Solano is major provider of shelter

for DV victims.

**Self-Help Center DV Attorney:** Is an attorney in good standing with the California Bar

Association and has been practicing law for several years. She provides direct services, which

include 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 has several years' experience assisting parties in domestic violence matters with completing court documents.

**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 the proposed dedicated Civil DV Court. The Court will be responsible for recruiting and hiring staff funded by OVW; coordinating the monthly planning meetings; coordinating the quarterly Advisory Committee meetings; adhering to all conditions and terms of the grant contract; creating and submitting all narrative and financial reports; tracking, reviewing, and submitting data; providing community referrals; and assist parties of domestic violence matters with their court forms. The role and responsibilities of the collaborative partners are to participate in the dedicated Civil DV Court monthly planning meetings; participate in the quarterly Advisory Committee meetings; provide on-site victim advocacy services; attend court hearings with victims; assist with victim safety planning; and provide victims with community referrals including access to confidential victim advocates.

## **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 Superior Court of California, County of Solano (Court) currently has a dedicated Domestic Violence Docket, which is supported by the Department of Justice's Office on Violence Against Women (OVW) 2010 Court Training and Improvements Program. The project will end on August 31, 2013, whereby the Court is proposing to develop a dedicated Civil Domestic Violence Court funded by the 2013 OVW Court Training and Improvements Program.

The Court, as the lead agency, and in collaboration with the Solano County District Attorney, Solano County Sheriff, Legal Services of Northern California, Vacaville Police Department, Fairfield Police Department, SafeQuest, and LIFT3 will develop a dedicated Civil Domestic Violence Court and will set review hearings for case monitoring and follow-up; provide domestic violence restraining order services to an underserved population located in Vallejo, California; hire a 1FTE Domestic Violence Attorney; and hire a .75FTE Domestic Violence Court Coordinator.

This development project, divided into a planning phase and implementation phase over a 36-month period, will address the OVW purpose areas of improving internal civil domestic violence court functions, responses, practices, and procedures; and providing services to an underserved population located in Vallejo, California.

The proposed project focuses on the OVW priority areas by addressing linguistic needs of litigants involved in civil domestic violence matters by providing interpreter and translation services; providing comprehensive services to communities that have been traditionally underserved; and enhancing judicial decision-making in protection order cases by hiring staff to assist the judicial officer in the preparation of restraining orders in the courtroom in order to better meet the needs of litigants.

## 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

Richard deBlois  
Family Law Facilitator/Manager Legal Access Center  
600 Union Avenue, 2nd Floor  
Fairfield, CA 94533  
[REDACTED]  
[REDACTED]

- Statement as to whether the agency applying has expended \$500,000 in Federal funds in the past fiscal year. The Solano Superior Court has not expended \$500,000 in Federal funds in fiscal year 11/12. The Court's 11/12 fiscal year end date was June 30, 2012.
- A list of other Federal grant programs from which the applicant organization currently receives funding or for which it has applied in Federal Fiscal Year 2013 to do similar work. Solano Superior Court has not applied for any funding in Federal Fiscal Year 2013 to do similar work as outlined in this project proposal.
- Name of Federal, State, Local, Tribal or Territorial court or court-based program that will serve as the lead applicant. The Superior Court of California, County of Solano will serve as the lead applicant.
- The regional area(s) (city, towns, tribal area, county and/or parish) where this project will be implemented. This project will be implemented in Solano County in the cities of Fairfield and Vallejo.
- Name(s) 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 District Attorney, Solano County Sheriff, Fairfield Police Department, LIFT3, and Legal Services of Northern California.
- The purpose area(s) being addressed by the proposal are to improve internal civil court functions, responses, practices, and procedures as they relate to civil domestic violence cases; develop enhanced services to include expanding service to Vallejo residents, which is an

underserved population; and to transition from the current dedicated Civil Domestic Violence Docket to a dedicated Domestic Violence Court.

- Type of Applicant. The Superior Court of California, County of Solano is a continuation applicant.
- The type of project. The court is currently operating a dedicated Domestic Violence Docket and seeks to expand and develop a dedicated Domestic Violence Court.
- The OVW priority areas addressed by this proposal are to address victim's linguistic needs through interpreter and translation services; providing comprehensive services to communities that have been traditionally underserved; and to develop methods for enhancing judicial decision-making in protection order cases that involve custody issues; to facilitate more consistent and appropriate handling of cases involving domestic violence; improving court access and information services for parties involved in domestic violence cases; and hiring staff to better meet the needs of families involved in domestic violence cases.
- The percentage of grant activities, should the Court receive funding, will be 100% directed to the Civil DV Court project.
- Summary of current and recent OVW projects.
  - The Court received an OVW Court Training and Improvements Program grant in 2010; award #2010-WC-AX-K001 for the period September 1, 2010 through August 31, 2013.
  - The Court received \$100,000 for OVW award #2010-WC-AX-K001.
  - The total amount of OVW award 2010-WC-AX-K001 grant funds remaining as of March 05, 2013 is \$54,020.00
  - The reason why there are remaining funds is that the Court was not able to immediately hire a domestic violence clerk until eight months after the start of the project. Additionally, the project contract does not end until August 31, 2013. The Court is in the process of submitting a Grant Adjustment Notice (GAN) through GMS requesting permission to shift funds to different budget categories.
  - If the Court's submitted GAN request is approved, the Court anticipates it will have around \$6,874.00 left by August 31, 2013.
- **The total 2010 OVW funds remaining in each budget category are.**
  1. Personnel \$45,322.00
  2. Travel \$2,395.00
  3. Contractual \$0
  4. Other Costs \$6,303.00
  - There is one employee funded by the OVW award #2010-WC-AX-K001 and their title is Domestic Violence Services Clerk and they work part-time.



**Specialized Civil Domestic Violence Court  
Memorandum of Understanding  
Between  
The Superior Court of California, County of Solano  
And  
Collaborative Partners (signatories listed on page 4 and 5 of this  
document)**

**WHEREAS**, the **Superior Court of California, County of Solano**, and the signatories listed on page four and five of this document, have come together to collaborate and to make an application for the 2013 Court Training and Improvements grant; and

**WHEREAS**, the signatories to this MOU 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 by the court shall be submitted to the Office on Violence Against Women on or before March 11, 2013.

***1) History of Relationship***

Whereas, the collaborative efforts of the Superior Court of California, County of Solano, with each signatory to this MOU, has resulted in increased services and resources for families affected by domestic violence. The collaborative efforts of some or all of the partners to this MOU have resulted in the creation of:

- A restraining order clinic to assist self-represented litigants completing restraining order applications.
- Planning and implementation of a Family Justice Center in Solano County.
- A supervised visitation program through the Office on Violence Against Women's Safe Haven grant.
- A consolidated domestic violence restraining order docket in 2010 through the Office on Violence Against Women's Courts Improvement grant.

Whereas, the continued goal of the collaboration between the Superior Court of California, County of Solano, and the signatories to this MOU, is to expand the court's current domestic

violence docket to provide additional services to self-represented litigants assigned to the proposed domestic violence court. Services will include:

- Hiring a project attorney to assist self-represented litigants assigned to the court with family law matters and restraining orders.
- Delivering self-help services in the Vallejo Courthouse and other locations (e.g. Family Justice Center) when resources are available.
- Establishing a calendar to hear only family law matters, where domestic violence is alleged.
- Project-funded staff and collaborative partners will provide services in the courtroom for the domestic violence court.

## ***II) Support of Application***

**WHEREAS**, the Superior Court of California, County of Solano, has communicated to the signatories this MOU, of its intent to apply for the Court Training and Improvements grant offered by the United States Department of Justice's, Office on Violence Against Women (OVW), and the signatories to this document support the court's application.

## ***III) Roles and Responsibilities***

**NOW, THEREFORE**, it is hereby agreed by and between the collaborative partners (signatories to this MOU) as follows:

The following Memorandum of Understanding details the roles and responsibilities for the lead agency and each collaborative partner in implementing the proposed Specialized Domestic Violence Court.

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 Solano County. Furthermore, the collaborative partners' recognize that each partner has expertise and resources available to support the development of a specialized Domestic Violence Court that strengthens victim safety and offender compliance.

It is the intent of the Court and its collaborative partners to leverage these resources in order to make full use of the Office on Violence Against Women award funds, for the purpose of developing a dedicated Domestic Violence Court, which will improve the internal functions, responses, practices, and procedures; enhance judicial decision making; and improve community access by providing Domestic Violence services to underserved populations located in Vallejo, California.

By signing this Memorandum of Understanding, we affirm that:

- We are committed to the successful implementation of the Specialized Domestic Violence Court;
- We are committed to actively participate in monthly planning meetings and quarterly implementation meetings for this project, to ensure its long-term sustainability;
- We are committed to participating in the program evaluation and program improvement through frequent and open communication with all collaborative partners; and
- 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 is responsible for all aspects of the grant award including planning, implementing, collecting data, and evaluating the proposed project;
- Submit all grant financial and narrative reports on or before their deadline;
- Ensure that grant funds are expensed according to federal financial guidelines;
- Participate in monthly OVW project coordinator telephone conference meetings;
- Ensure extensive collaboration with signatories to this MOU, which will include conducting meetings during planning and implementation;
- Attend all OVW mandatory trainings/meetings;
- Utilize the services of the Technical Assistant providers and ensure that collaborative partners have access to the Technical Assistant providers;
- Provide interpreter services to assist parties involved in domestic violence matters with court documents and hearings, so long as funding remains available;
- 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;
- Develop and implement a Domestic Violence Court in collaboration with collaborative partners and the community;
- Provide Solano County Sheriff Bailiffs for courtroom security during the DV Court hearings;
- Provide Solano County Sheriff Bailiffs for victim escorts from the courthouse when needed;
- Set appropriate cases for review hearings, for effective case-monitoring;
- Assign one Judicial Officer to hear all matters assigned to the Domestic Violence Court;
- Oversee the operations and coordination of the Domestic Violence Court and be the point of contact to the OVW;
- Recruit and hire a part-time Domestic Violence Court Coordinator to provide services in the courtroom to parties of domestic violence matters; refer litigants to collaborative partners for assistance with non-legal issues, prepare and process orders after hearing in court, assist litigants with restraining order applications;

- Recruit and hire a full-time Domestic Violence attorney to assist the Judicial Officer assigned to the Domestic Violence Court, provide services to litigants in court, and to expand self-help services in Vallejo;
- Have on-site victim advocacy services, which the collaborative justice partners will provide; and
- Attend on-going educational opportunities designed to increase knowledge in the area of domestic violence.

**The Superior Court of California, and the signatories to this MOU,** will collaborate in the following manner:

- Participate in monthly planning meetings and quarterly implementation meetings for this project;
- Provide staff as resources to the parties involved in domestic violence matters;
- Make appropriate referrals to partners, including, but not limited to: referrals for domestic violence crisis shelter services, counseling, housing assistance, employment assistance, self-help legal services and other services as needed and appropriate.

#### ***IV) Timeline***

The roles and responsibilities described above are contingent on the Court 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, 2013** through **September 30, 2016**.

#### ***V) 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 this agreement, but not in conflict with each partner's own operating restrictions.
- 3) Signatories to this MOU may provide any of the listed services:
  - Provide bailiffs during the Domestic Violence Court hearings;
  - Provide bailiff safety escorts from the courthouse when needed;
  - Conduct safety assessments;
  - Assist with completing restraining order applications;
  - Provide court accompaniment;
  - Provide assistance in other languages when needed to complete court documents and/or for domestic violence court hearings;

- Provide legal, housing and health care advocacy;
- Provide referrals to other signatories to this MOU or non-signatories, when appropriate;
- Provide transportation to and from the court;
- Provide supervised visitation through Safe Haven grant awarded by OVW;
- Assist victims in obtaining appropriate child care services; and/or

4) 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 and maximize the OVW grant funds awarded.

5) We, the undersigned, have read and agree with the terms and conditions of this MOU and approve the development and implementation of a Domestic Violence Court.

By Brian Taylor  
Court Executive Officer, Solano Superior Court

Date 03/05/13

By Donald L. [Signature]  
District Attorney, Solano County District Attorney's  
Office and Office of Family Violence Prevention

Date 3-7-13

By Claudia [Signature]  
Director, LIFT3 Support Group

Date 3/6/2013

By Robert A. Fisher for Gary Smith  
Director, Legal Services of Northern California

Date 3/6/13

By David [Signature]  
Interim Executive Director, SafeQuest

Date 3/8/13

By [Signature]  
Chief, Vacaville Police Department

Date 3-8-13

By [Signature]  
Chief, Fairfield Police Department

Date 3/6/13

By [Signature]  
Sheriff, Solano County

Date 3/6/2013