

**The below described procedure is being implemented in an effort to standardize the processing of Motions for Psychological Evaluations filed pursuant to Practice Book § 34a-21. Please share these guidelines with the Judges, CSOs, and any other staff involved in the process. It might also be helpful to provide a copy to your local AAG and Panel Attorneys.*

Motions for Psychological Evaluation Guidelines

All motions for psychological evaluations must be filed and processed pursuant to Practice Book § 34a-21.

CONTESTED MOTIONS

1. The movant should not submit Form JD-JM-46 as part of the motion for psychological evaluation but should provide a list of proposed collateral contacts and/or documents to be released to the evaluator;
2. If the motion is granted by the court, a Case Status Conference (CSC) should be scheduled to determine all relevant parameters of the evaluation;
3. At the CSC, pursuant to Practice Book § 34a-21 (c), a CSO or another representative of the court should complete JD-JM-46 with the input of all parties in the case. Once completed, the Form should be submitted for the Judge's signature;
4. If the parties are unable to reach a complete agreement at the CSC, the outstanding issues should be brought before the court to be resolved by the judge on the record.

MOTIONS FILED BY AGREEMENT

1. All motions filed by agreement must clearly state on their "face that there is such an agreement," pursuant to Practice Book 34a-1 (e);
2. The movant, in addition to the motion for psychological evaluation, should submit a completed Form JD-JM-46 and proof of the agreement by all parties to the case;
3. Upon the submission of the motion, the proposed agreement must be evaluated by a CSO or another representative of the court familiar with the matter to ensure that the proposed parameters are well tailored to the needs of the case;
4. If it is determined that changes to the proposed agreement are necessary, parties should be informed, and a CSC should be scheduled to discuss the needed changes prior to the submission of the motion to the court;
5. In cases that do not need any changes, the motion should be submitted to the court.

EVALUATION PROCESS AND RELEASE OF THE REPORT

1. Once the court order is signed by the judge, the CSO should work with the appointed evaluator and the family to schedule the evaluation and forward all authorized documents and collateral contacts information to the evaluator;
2. There shall be no contact between counsel or self-represented parties and the evaluator prior to the completion of the evaluation;

3. Any changes to the initial court order authorizing the evaluation must be approved by the court and can be relayed to the evaluator only by a CSO or another representative of the court unless the court order explicitly authorizes another party to contact the evaluator;
4. After the evaluation report has been filed with the court, the CSO or another representative of the court may distribute copies of the report to all counsel of record but not parents or other self-represented parties. Releasing copies of the report to self-represented parties or directly to parents can be done only upon an order of the court authorizing such a release.

These guidelines are effective upon signing.

Dawne G. Westbrook
Chief Administrative Judge for Juvenile Matters

 November 14, 2022