

SAMPLE FORMS

1. Acknowledgment 4 pages

This form is prepared and executed prior to each participant’s first hearing. It contains all conditions exactly as stated in each judgment and replaces the signed conditions in our case file. Each participant receives a signed copy for their records. The initial goals for the first month of the ACE Program are reviewed with the participant by the Judge at their first hearing/orientation.

2. Fact Sheet 1 page

This form is prepared and distributed the Friday prior to each hearing. It is a tool to give the Judge, attorneys, and ACE team members an update of the participants’ progress during the past month.

3. Monthly Progress Report 2 pages

This form is prepared as much as possible the week prior to each hearing. The “remarks of team members” and the “goals” are completed during the hearing. Each participant signs two copies at the end of each hearing, keeping one copy for motivation during the month. Copies are later distributed to the Judge and attorneys.

4. Modified Monthly Progress Report 1 page

This form is a shortened version of the Monthly Progress Report above. This was created in December 2008 to save a few trees. We found the Accomplishment and Violation sections repetitive to the Fact Sheet information, so we removed those sections and shortened the form to one page.

