

## Procedure for Documenting Community Support Meetings

While Family Recovery Court is currently taking place in person, many sober/community support meetings are happening online. This procedure will remain in effect until further notice during the COVID-19 pandemic and related disruptions.

All participants in Family Recovery Court are expected to attend a certain number of community support meetings each week.

- Phase I: seven/week (one every day)
- Phase II: five/week
- Phase III: three/week
- Phase IV: two/week

### Participants must:

- 1) Attend the required number of meetings for their phase
- 2) Maintain a record of each meeting attended on one document, with the date and
  - Whether the hearing was in-person or online
  - A brief description of the topic discussed and the facilitator's name

### Additional Information and Recommendations:

- Write down the meeting information immediately after the meeting while it is fresh in your mind.
- The form will be provided to you in court each week when you appear for Family Recovery Court.
- You are expected to complete your meeting slip every week. It should cover the last Tuesday up through Monday night (Tuesday-Monday).