

**Excerpt from the Juvenile Defender Delinquency Notebook:
A Case Preparation System for New Juvenile Defenders**

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FORM F34. DISPOSITION HEARING CHECKLIST

- Speak early and often with your client about her disposition plan.
- Speak with parent about her recommendation for disposition.
- Prepare client to speak with court social services before social study.
- Speak with the worker who prepares the pre-disposition social study and provide any necessary documentation to supplement the report.
- Speak with and obtain reports from community service providers who will be present at or who will provide reports for disposition on your client's behalf.
- After consulting your client, begin contacting programs/schools/institutions not already involved in your client's life to determine if your client can benefit from their services. Apply for admission to or acceptance by any of these service providers' programs that have good reputations.
- Discuss with your client the plan thus far, and enlist her assistance in further development of the plan.
- Speak with the social worker or probation officer about her recommendations for disposition. Inform her of your plan for disposition and determine if you can agree on an appropriate plan for disposition.
- Solicit letters in support of your client from the community.
- Prepare and submit your letter in aid of disposition to the judge and prosecutor.
- Prepare your client to speak briefly at her disposition hearing.
- Prepare your client's family and any other person who is likely to speak at the disposition hearing.

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