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Ada County Courthouse  
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Memorandum

July 1, 2004

To: Tom Wilson  
Re: On-Line Provider Program Requirements

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Dear Tom:

The court has approved your on-line DUI program. Please note that the Magistrate traffic judges do not make specific referrals to treatment providers. Rather, after sentencing, the defendants will make their own choices as to which treatment provider to seek out. The procedure is outlined below, which I am sure you are familiar.

The Referral Process

At the sentencing stage, the judge will order treatment for a defendant. Using the new Judgment Supplement – Programs form, the judge will mark those categories of problems that the defendant has been ordered to address.

After the defendant has been sentenced and ordered to seek treatment, the defendant will leave the courtroom and proceed to the clerk's office, criminal counter, located on the first floor, where the defendant will be given a notebook containing Treatment Provider Information Sheets. From this notebook the defendant will select a treatment provider and advise the counter clerk of his choice.

The counter clerk will attach one label (supplied by the provider) with the name, address and telephone number of the selected provider to the defendant's copy of the Judgment Supplement – Program form and an identical label to the court's original form.

The court will photocopy the original judgment form and send a copy to the selected treatment provider.

The court's book is organized into the following categories:

Alcoholism/Abuse	Anger Management	Domestic Violence	Driving School
DUI School	Drugs/Subst. Abuse	Humane Society –Animal Care	Theft
Tobacco Use	Victim's Panel		