



# SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO

## PROGRAM RESOURCE LISTS (PRL) POLICY

### I. Purpose

- A. The Superior Court of California, County of San Diego (court), utilizes Program Resource Lists (PRL) to provide court users with contact information on self-identified providers of programs, classes, and services (hereinafter referred to as “programs”). This policy establishes guidelines for the establishment, maintenance, and distribution of court-generated lists, as well as inclusion on and removal from the lists.
- B. The court generates lists of programs that identify themselves to the court as providers in a specific topic area. The programs are not affiliated with, under contract to, or operated by the court. The court does not endorse, evaluate, supervise, or monitor the programs.
- C. This policy does not apply to government agencies; programs to which the Juvenile Court refers individuals; or programs affiliated with, under contract to, or operated by the court or the Judicial Council.
- D. This policy does not apply to lists of programs created by agencies, persons, or entities other than the court where there is legal authority for them to certify, monitor, and/or create lists of approved providers. However, as a service, the court may make such lists of providers created by other agencies, persons, or entities available to the public. Examples include, but are not limited to: Traffic school programs that are monitored by the DMV, 52-week domestic violence programs (DVRP), child passenger restraint system (car seat) education, sex offender treatment programs, and Family Law Facilitator referral lists.

### II. Policy

The PRL will be distributed and/or made available to all judicial officers, courtrooms, and business offices. When a judicial officer orders a party to attend a particular type of program, the judicial officer will have the sole discretion to decide whether to allow the party to choose a program from an applicable list, assign the party to a specific program on that list, or have the party attend a program not on the list.

#### A. Inclusion on the PRL:

1. To request that a program be included on the PRL, providers must:
  - a. Complete and sign a Program Resource Lists (PRL) Provider Affidavit (SDSC Form #ADM-219A), identifying the list on which the provider wants the program to be included (see subsection II. C. below for available lists), and affirming that they possess required insurance, business licenses, professional qualifications and certifications, and that their program and organization comply with all legal requirements to which they are subject.
  - b. Submit a one-page summary of the program’s content. This information will be used to assist the court in verifying whether the program is appropriate for inclusion on the requested list. NOTE: The lists are organized by subject matter, and each program on a list must be a “stand-alone” program addressing only that particular subject. For example, if a Parenting Skills program includes information about anger management among other topics related to parenting skills, that program cannot be placed on the Anger Management list because that program is not a “stand-alone” program solely addressing the subject of anger management.

2. Program providers must submit a separate affidavit and one-page summary for each list on which they request their program be included. The requested list must be one specifically stated in Subsection C below, "Program Resource Lists."
3. All information above should be submitted to:  
Superior Court of California, County of San Diego  
Attn: PRL Coordinator  
Post Office Box 120128  
San Diego, CA 92112-0128  
Inquiries may be submitted via email: [prlcoordinator@sdcourt.ca.gov](mailto:prlcoordinator@sdcourt.ca.gov)
4. Requests for programs to be included on a list may be considered, and programs added to a list, on a quarterly basis.
5. Incomplete requests will not be processed.
6. The decision as to whether or not a program is included on the PRL is subject to the sole discretion of the Presiding Judge, or his or her designee. The decision regarding a program's inclusion is final. No explanation or formal evaluation is required. Inclusion on the list does not create any contract or employment rights, express or implied, or any rights in the nature of a contract.
7. Providers must notify the court immediately if they no longer provide the service or if any of their contact or program information changes.

#### **B. Active Status and Removal**

1. To remain on the PRL, providers must confirm their program information upon request each year by submitting a Program Resource Lists Provider Affidavit for Confirmation of Information (SDSC Form #ADM-219B). They must indicate, by checking the appropriate boxes, whether or not their contact information and/or the content of their program has changed since it was last submitted to the court. If the contact information has changed, the updated information must be provided on the Affidavit for Confirmation of Information. If the content of the program has changed, an updated one-page summary of the program's content must be attached to the Affidavit for Confirmation of Information.
2. Requests for confirmation of information will be sent by the court annually via email to program providers who have provided an email address. If no email address has been provided, requests will be sent via U.S. mail. Program providers who cannot be reached by the court for confirmation of information, or who fail to respond within the designated time frame, will be removed from the PRL. Programs must follow the initial request process to be included on the PRL again after being removed.
3. These lists are maintained for the convenience and effective administration of the court. Any complaints made to the court about programs or organizations will be forwarded to the Presiding Judge, or his or her designee, for review. Removal may be made without cause, notice, or explanation. If practical, written notification of removal will be provided.

### **C. Program Topic Areas**

The lists compiled and maintained by the court include the provider's name, legal name of organization, address, phone number, fax number, website address, and contact name if applicable. New program topic areas may be added or existing topics deleted at any time at the court's discretion. The lists are as follows:

- Anger Management
- Animal Abuse Education
- All-Terrain Vehicle (ATV) Safety
- Boating
- Classroom-based Repeat Traffic Offender Education
- Counseling Resources
- Driving Under the Influence Victim Impact Panel
- Elder Abuse Treatment
- Graffiti
- Mental Health Related
- Parenting Skills
- Co-Parenting Skills
- Shoplifting
- Stalking
- Substance Abuse Assessment
- Substance Abuse Related Treatment/Counseling (may include County, Proposition 36, and Drug Court Providers)
- Substance Abuse Self-Help Meetings
- Testing for:
  - Alcohol
  - Drug
  - HIV
  - Paternity
- Theft