



CITY OF LONE TREE
TEEN COURT

OUTTAKE INSTRUCTIONS

What is an outtake appointment?

An outtake occurs three months after your Teen Court hearing (Peer Panel) with at least one of your parents/legal guardians, the Teen Court Coordinator and you. The outtake lasts approximately one hour. During the outtake, you present what you have done to accomplish the sentencing requirements delivered to you at your Teen Court hearing. (See the copy of your Sentencing Order for the requirements you must complete to be successful in the Teen Court program. The Sentencing Order was given to you at the end of your hearing.)

What should I prepare?

Considerable time will be given to each requirement during the outtake. Be prepared to discuss the following:

- How did you accomplish the specific requirements?
- How did completing the sentencing requirements help you own up for the offense you committed?
- How did completing the sentencing requirements repair the harm to yourself, to your family and those directly impacted by what happened, and to the community?

*****To demonstrate that you have completed the requirements, please bring any apology letters, essays, community service timesheets, certificates, etc. to your outtake appointment.*****

What can I expect or need to do in the three months before my outtake?

During the three months that you are working to repair the harm with the Teen Court sentencing requirements, you will need to check-in with the Teen Court Coordinator two times. The check-ins are to share your progress and/or challenges you've encountered in completing the requirements. You can always contact the Teen Court Coordinator at any time with any questions.

★ Month 1 Check-in: _____

★ Month 2 Check-in: _____

You can also submit completed sentencing requirements to the Coordinator as you complete them or ahead of your scheduled outtake appointment via email at teencourt@cityoflonetree.com or via fax at 303-225-4949.

What happens after my outtake appointment?

At the end of your deferred prosecution timeframe (six months from intake date), the Coordinator will send you a letter stating that your case was dismissed as long as you have completed your sentencing requirements in full and not received another charge. If you did not complete your sentencing requirements and/or received another charge during your deferred prosecution timeframe, your case will be referred back to Municipal Court for formal prosecution.