

Grants to Improve the Criminal Justice Response Program Courts

Samples & Instructions

Instructions:

Court applicants must submit **one** letter.

For applicants who are a State, Tribal Government, Unit of Local Government, Victim Service Provider, or Coalition, please refer to the certification documents relevant to your agency type.

Helpful Hints

Letterhead:
The letter must be submitted on the letterhead of the court appropriate to the service area.
Signature:
The Chief Executive Officer of the Court <u>must</u> sign the letter. Note that the “Chief Executive Officer” refers to the highest official of the Court.
Examples include:
- Court Administrator - Chief Judge
Other government officials, such as the District Attorney or Attorney General, are <u>not</u> considered the Chief Executive Officer.
Accuracy:
Applicants must ensure that all language in the letter accurately reflects the requirements of the Notice of Funding Opportunity, and is consistent with the laws, policies, or practices of the court.
Template Use:
Use of the template is highly encouraged, please ensure that all details are accurate.

SAMPLE CERTIFICATION
For State, Local, or Juvenile Courts

CURRENTLY IN COMPLIANCE

[Court Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.121
Washington, DC 20530

Re: Certification of Eligibility

Dear Director:

As Chief Executive Officer of **[court name]**, I certify:

1. The laws, policies, or practices of **[the jurisdiction]** prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;
2. The laws, policies, and practices of **[the jurisdiction]** do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating violence, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, Tribal, or local jurisdiction;
3. The laws, policies or practices of **[the jurisdiction]** ensure that:
 - a. no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under Federal, Tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of, trial of, or sentencing for such an offense; and
 - b. the refusal of a victim to submit to an examination described in subparagraph (a) shall not prevent the investigation of, trial of, or sentencing for the offense.

Sincerely,

Name

Title [Chief Executive Officer]

SAMPLE CERTIFICATION
For State, Local, or Juvenile Courts that
WILL COME INTO COMPLIANCE

[Court Letterhead]

[Date]

Director
Office on Violence Against Women
145 N Street, NE
Suite 10 W.121
Washington, DC 20530

Re: Certification of Eligibility

Dear Director:

As Chief Executive Officer of **[court name]**, I submit this letter to certify **[State, Tribe, or jurisdiction name]** will come into compliance with the following by the end of the next legislative session which will take place between **[beginning to end date of the legislative session]**:

1. The laws, policies, or practices of **[the jurisdiction]** prohibit issuance of mutual restraining orders of protection except in cases where both parties file a claim and the court makes detailed findings of fact indicating that both parties acted primarily as aggressors and that neither party acted primarily in self-defense;
2. The laws, policies, and practices of **[the jurisdiction]** do not require, in connection with the prosecution of any misdemeanor or felony domestic violence, dating violence, sexual assault, or stalking offense, or in connection with the filing, issuance, registration, modification, enforcement, dismissal, or service of a protection order, or a petition for a protection order, to protect a victim of sexual assault, domestic violence, dating violence, or stalking, that the victim bear the costs associated with the filing of criminal charges against the offender, or the costs associated with the filing, issuance, registration, modification, enforcement, dismissal or service of a warrant, protection order, petition for a protection order, or witness subpoena, whether issued inside or outside the state, Tribal, or local jurisdiction;
3. The laws, policies, or practices of **[the jurisdiction]** ensure that:
 - a. no law enforcement officer, prosecuting officer or other government official shall ask or require an adult, youth, or child victim of a sex offense as defined under Federal, Tribal, state, territorial, or local law to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of, trial of, or sentencing for such an offense; and
 - b. the refusal of a victim to submit to an examination described in subparagraph (a) shall not prevent the investigation of, trial of, or sentencing for the offense.

Sincerely,

Name

Title [Chief Executive Officer]