***Step 1. Gather Data***

* How many juvenile cases does your court handle on average?
* What resources do you have available to your court?
  + Schools
  + Prosecutor’s office
  + Law enforcement
  + Juvenile probation
  + Local non-profits
* What are other courts in your area doing? Could you collaborate?

***Step 2. Draft Plan***

Questions we think should be answered by your diversion plan:

* Are you going to use your own plan, or are you going to team up with other courts in your municipality, county or region?
* Who is going to act as your youth diversion coordinator?
* When will diversion be offered:
  + Prior to court involvement (i.e. “intermediate diversion,” in which case the charge will not be filed unless diversion is unsuccessful),
  + Diversion by court (in which case the charge will be dismissed after the child signs the diversion agreement), or
  + Both?
* What nonexclusive list of services can be included in the plan?
  + This can be anything from local classes and community service options to online classes or book/video reports. Think outside the box!
* How is the diversion plan going to be monitored?
  + How will participants contact the coordinator to check-in (email, call, text, filling out a form online)?
  + How often will participants check in?
  + Will participants be required to come back to court in person? On Zoom? Via telephone?

***Step 3. Evaluate Your Plan and Make Necessary Changes***

* Try out your plan with a small group of juveniles to see what works and what doesn’t.
  + Test individual parts of the plan – *example: Your high school is going to teach a class on financial literacy for participants in the plan, so before rolling out the full diversion plan, you could have some juveniles take the class as a part of the conditions on their current deferral order.*
  + Take a survey of juveniles/parents that come into your court – do evening classes in person or virtually work best?
* Make sure other partners and stakeholders have reviewed the plan.
  + Did you volunteer a department to do something as part of your plan? If so, make sure they understand the processes.

***Step 4. Implement Your Plan***

Remember, the plan must be in place on January 1, 2025!

* Make a copy of your plan available on your website and in your courtroom/office.
* Share copies of the plan with any partners, local law enforcement, and other courts.