

**MONTGOMERY COUNTY COURT OF COMMON PLEAS  
GENERAL PROTOCOL FOR CRIMINAL DIVISION  
ARD PROCEEDINGS PROTOCOL**

**A. PRE-ADMISSION REQUIREMENTS**

On DUI cases, APO staff complete CRN assessments. This is a web-based program through Penn DOT at a cost of \$80, paid by the Applicant. These assessments will now be completed remotely by telephone conference. They will be scheduled at intervals by appointment as determined by the Adult Probation Department.

A consent form is required for the assessor to share the CRN evaluation with the contracted provider for Drug and Alcohol Assessments. Adult Probation will create an abbreviated process to evidence consent by an e-mail communication from the Applicant.

Rise Above is the contracted agency for DUI related Drug and Alcohol Assessments in Montgomery County. The assessment is \$175, paid by the defendant. The assessment can only be scheduled after the CRN is completed and APO sends the completed CRN to Rise Above. Rise Above is currently conducting all Assessments using advanced communication technology by appointment video. Rise Above will be contacted when a proposal to re-start ARD hearings is approved so that they can plan for increased capacity.

For DUI cases, these will be the only two conditions that would have to be fulfilled pre-admission. The District Attorney will allow any community service requirements and the Alcohol Highway Safety School to be completed during the period of probation. The same is true for non-DUI cases.

**B. ADMISSION**

Upon completion of all pre-admission conditions the Applicant must complete the forms<sup>1</sup> provided by the Office of the District Attorney, including;

[Rules and Conditions Governing ARD Probation](#)

[Waiver and Terms](#)

[Rule 312 Waiver](#)

[Waiver of Counsel](#) (if applicable).

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<sup>1</sup> Forms Attached  
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If the Applicant is represented, counsel for the Applicant is expected to review these materials with the Applicant. Counsel for the Applicant will return the forms to the Office of the District Attorney and required payment would be made to the Clerk of Courts. The Office of the District Attorney shall have the right, but not the obligation to allow for payments to be made in installments over the term of probation.

The completed materials along with a proposed order shall be submitted by the Office of the District Attorney to the Court for review and entry of an order. No personal appearance by the Applicant or counsel will be required. These proceedings will be conducted by the Court as paper only (Level I, 38<sup>th</sup> Judicial District - Montgomery County Safety Protocol) proceedings.