

TRIP REQUEST FORM

Are you eligible for a Trip Request? Please ask yourself the following questions:

- Is the proposed trip more than one week away?
- Do you have, at minimum, 60 days of no UA violations? This means no positive, missed, low creatinine, unable or tampered UA's.
- Have you completed all outstanding sanctions? Meaning no outstanding community service, DOC work crew, etc. and current on your sober support meetings?

If you answered **YES** to all of these questions, then you **may** be eligible for a trip request. Please fill out this form and **turn into your Drug Court Coordinator at least 7 calendar days in advance of the trip.**

Please review the Trip Request Rules on the back of this form & sign acknowledging that you understand and will abide by these rules.

Got questions? Ask your Family Drug Court Coordinator

Client Name:	
Location of trip:	
What is the address where you will be staying?	
Date & Time Leaving:	
Date & Time Returning:	
Mode of Transportation: <i>(attach verification if travel is by train, plane or bus)</i>	
Reason for trip request:	
What is your plan to attend your required sober support meetings for the week?	
Date Submitted:	

PLEASE RETURN THIS FORM DIRECTLY TO THE FAMILY DRUG COURT COORDINATOR:
Edmund Smith / phone: (425) 388-7887 / Fax : (425) 388-7882 / email: Edmund.Smith@snoco.org

For Staff use only:			
Client ID# _____	Contract Date: _____		
MRT: _____	Stage: _____		
Last UA Violation: _____	Approved? YES	NO	Date: _____
Previous Trip Requests: _____			
Received on: _____	Request staffed/emailed on: _____	Client informed on: _____	



Snohomish County Superior Court Family Drug Treatment Court Trip Request Rules

1. Trip Requests need to be submitted at least 7 calendar days in advance.
2. Trip Requests are to be no longer than 4 days in length.
3. You are only allowed up to 10 days of Trip Requests total during your participation in FDTC.
4. The Drug Court Coordinator will screen the request; if the eligibility for Trip Request has not been met, the request will be declined and the Drug Court Coordinator will notify you.
5. If your request meets eligibility requirements, then the Drug Court Coordinator will notify you that your Trip Request has been approved.
6. Family emergencies that require the participant be away (illness, death, etc.) are not incentives and are reviewed on a case-by-case basis with the team.
7. All trip requests are approved for only the dates/times and location of this completed and approved Trip Request form. Once approved you are not allowed to change the dates/times and/or location of a Trip Request without prior FDTC Team approval.
8. If you leave later than the date/time listed on your approved Trip Request form, you must notify your Drug Court Coordinator and get approval of any changes prior to leaving. You are required to comply with FDTC requirements until changes to your trip request are approved by the FDTC Team.
9. If you return earlier than the date/time listed on your approved Trip Request form, you are required to notify your Drug Court Coordinator immediately and must follow all FDTC requirements from the moment you return.
10. You can be Sanctioned if you fail to complete FDTC requirements when you leave late and/or return early from an approved Trip Request.
11. Participants must attend the required number of sober support meetings for the week.
12. If the request meets eligibly standards, it will be sent to the team members for approval or denial.

By signing this form you acknowledge that you understand & will follow the Trip Request Rules

Signature: _____

Date: _____