

## **442ND DISTRICT COURT CPS REQUIREMENTS**

### **For ALL Attorneys AND Parties on agreed statutory hearings -**

1. ADAs shall provide the Proposed Orders for statutory hearings to ALL Counsel no later than the Monday before the hearing with the date of the next hearing filled in.
2. Counsel must make every attempt to review the order with their clients PRIOR to the day of the statutory hearing.
3. Please be advised that starting May 1, 2022, ALL agreed orders for statutory hearings shall be proved up in person by ALL attorneys and parties. There shall be no passes/submissions of agreed statutory orders and no appearances shall be made by Zoom.
4. Mediation is required in all CPS cases unless good cause is timely shown. Mediation shall be scheduled with DCAP prior to the Status Hearing. Mediation shall be completed no later than 30 days prior to final trial. Mediation shall be conducted at DCAP according to their CPS Mediation requirements. No mediation outside of DCAP or scheduled on a day other than Friday shall be permitted. ALL Attorneys AND Parties are ORDERED to attend.
5. The Court has created a CPS Scheduling Order. It is required for ALL CPS cases. It will be entered at the Status hearing. No other language is permitted to be edited.

### **For Attorney Ad Litem on ALL statutory hearings -**

Attorney Ad Litem shall email to the court admin with ALL counsel, caseworker and CASA included on the email their selfie with the child according to the Court's selfie requirement no later than 3 p.m. the day prior to the hearing.

### **442nd District Court Attorney Ad Litem Selfie Requirement -**

In an effort to ensure that the statutes governing Attorney Ad Litem Appointments are being followed, the 442nd District Court requires that selfies are taken with the child(ren) at each visit. The Court further requires that the selfie is date and time stamped using the DateStamper app for iPhones and the PhotoStamp Camera Free app for Androids.

#### **DateStamper for iPhones**

There are two ways to use the app to stamp images. Either with the app itself or its Photos app extension.

But first, go to the Settings and customize what you want the stamp to look like. By default it only stamps the date in grey, a color that doesn't stand out at all. You can add the time, change the font to letterpress, and change the color to something like orange if you prefer.

Option 1:

From the app, go to the album, check the photos you want to stamp, tap OK, authenticate and you're done.

## Option 2:

To do this from the Photos app, select the photo, tap Edit, tap the menu button on the top-left corner and turn on DateStamper. Now from the same place select DateStamper, authenticate and the selected photo has been stamped.

## **PhotoStamp Camera Free for Androids**

### Step 1: Install the App

This app requires Android 4.0.3 and up. It only takes up 3.55 MB of space. To install the app, you need to grant access to your phone's location as well as the camera. The location is necessary because the app gives you the option to stamp your GPS coordinates.

### Step 2: Open the App

You can start taking stamped screenshots immediately, using the camera button in the middle of your screen. But before you do that, you want to look into the app's built-in features.

On the left, you can see the last photo taken with the app. On the right, the white camera icon lets you switch between your phone's front and back cameras. To change the settings, use the gear icon in the upper right corner of your screen.

### Step 3: Go Into Settings

Here you can change the formatting of your date/time stamps.

First, there is a toggle that you can use to turn auto-stamping on and off.

Then you can select your preferred date format. By default, the format is MMM dd, yyyy, followed by the exact time down to the second.

After you've chosen your favorite date format, you can go for different font sizes and colors. You also have 800+ font styles to choose from.

Once you've decided on the best font for your timestamp, you can select Adjust Stamp Position. By default, the stamp is in the lower right corner of your screen.

### Step 4: Take a Photo with an Automatic Time/Date Stamp

Make sure the Time & Date Stamp toggle under Settings is switched on, and you're ready to take pictures with the PhotoStamp Camera Free app. Your photographs will get stored in the folder used by your stock camera app.