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HOUSE BILL NO. 1430**AMENDMENT IN THE NATURE OF A SUBSTITUTE**(Proposed by the Senate Committee for Courts of Justice
on March 1, 2004)

(Patron Prior to Substitute—Delegate Kilgore)

A BILL to amend and reenact §§ 16.1-69.48:1, 16.1-69.48:3, 17.1-275, 17.1-275.8, and 18.2-251.02 of the Code of Virginia and to amend the Code of Virginia by adding a section numbered 18.2-254.1, relating to drug treatment court programs.

Be it enacted by the General Assembly of Virginia:

1. That §§ 16.1-69.48:1, 16.1-69.48:3, 17.1-275, 17.1-275.8, and 18.2-251.02 of the Code of Virginia is amended and reenacted and that the Code of Virginia is amended by adding a section numbered 18.2-254.1 as follows:

§ 16.1-69.48:1. Fixed fee for misdemeanors, traffic infractions and other violations in district court; additional fees to be added.

A. Assessment of the fees provided for in this section shall be based on: (i) an appearance for court hearing in which there has been a finding of guilty; (ii) a written appearance with waiver of court hearing and entry of guilty plea; (iii) for a defendant failing to appear, a trial in his or her absence resulting in a finding of guilty; (iv) an appearance for court hearing in which the court requires that the defendant successfully complete traffic school or a driver improvement clinic, in lieu of a finding of guilty; or (v) a deferral of proceedings pursuant to §§ 4.1-305, 16.1-278.8, 16.1-278.9, 18.2-57.3, 18.2-67.2:1, 18.2-251 or § 19.2-303.2.

In addition to any other fee prescribed by this section, a fee of \$20 shall be taxed as costs whenever a defendant fails to appear, unless, after a hearing requested by such person, good cause is shown for such failure to appear. No defendant with multiple charges arising from a single incident shall be taxed the fee provided in this section more than once for a single appearance or trial in absence related to that incident. A defendant with charges which arise from separate incidents shall be taxed a fee for each incident even if the charges from the multiple incidents are disposed of in a single appearance or trial in absence.

In addition to the fixed fees assessed pursuant to this section, in the appropriate cases, the clerk shall also assess any costs otherwise specifically provided by statute.

B. In misdemeanors tried in district court, except for those proceedings provided for in subsection C, there shall be assessed as court costs a fixed fee of \$59. The amount collected, in whole or in part, for the fixed fee shall be apportioned, as provided by law, to the following funds in the fractional amounts designated:

1. Processing fee (General Fund)(.593220);
2. Virginia Crime Victim-Witness Fund (.050847);
3. Regional Criminal Justice Training Academies Fund (.016949);
4. Courthouse Construction/Maintenance Fund (.033898);
5. Criminal Injuries Compensation Fund (.101694);
6. Intensified Drug Enforcement Jurisdiction Fund (.067796); and
7. Sentencing/supervision fee (General Fund) (.135593)

C. In criminal actions and proceedings in district court for a violation of any provision of Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2, there shall be assessed as court costs a fixed fee of \$134. The amount collected, in whole or in part, for the fixed fee shall be apportioned, as provided by law, to the following funds in the fractional amounts designated:

1. Processing fee (General Fund)(.261194);
2. Virginia Crime Victim-Witness Fund (.022388);
3. Regional Criminal Justice Training Academies Fund (.007462);
4. Courthouse Construction/Maintenance Fund (.014925);
5. Criminal Injuries Compensation Fund (.044776);
6. Intensified Drug Enforcement Jurisdiction Fund (.029850);
7. Drug Offender Assessment Treatment Fund(.559701); and
8. Forensic laboratory fee and sentencing/supervision fee (General Fund) (.059701)

D. In traffic infractions tried in district court, there shall be assessed as court costs a fixed fee of \$49. The amount collected, in whole or in part, for the fixed fee shall be apportioned, as provided by law, to the following funds in the fractional amounts designated:

1. Processing fee (General Fund) (.795918);
2. Virginia Crime Victim-Witness Fund (.061224);
3. Regional Criminal Justice Training Academies Fund (.020408);

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4. Courthouse Construction/Maintenance Fund (.040816); and

5. Intensified Drug Enforcement Jurisdiction Fund (.081632).

§ 16.1-69.48:3. Fees charged to drug offenders.

Whenever in a general district court the costs provided for in subsection C of § 16.1-69.48:1 are assessed for a violation of any provision of Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2, a portion of the costs, as specified in subsection C of § 16.1-69.48:1, shall be included in the taxed costs and paid into the Drug ~~Offender Assessment~~Treatment Fund.

§ 17.1-275. Fees collected by clerks of circuit courts; generally.

A. A clerk of a circuit court shall, for services performed by virtue of his office, charge the following fees:

1. [Repealed.]

2. For recording and indexing in the proper book any writing and all matters therewith, or for recording and indexing anything not otherwise provided for, sixteen dollars for an instrument or document consisting of ten or fewer pages or sheets; thirty dollars for an instrument or document consisting of 11 to 30 pages or sheets; and fifty dollars for an instrument or document consisting of 31 or more pages or sheets. Whenever any writing to be recorded includes plat or map sheets no larger than eight and one-half inches by fourteen inches, such plat or map sheets shall be counted as ordinary pages for the purpose of computing the recording fee due pursuant to this section. A fee of fifteen dollars per page or sheet shall be charged with respect to plat or map sheets larger than eight and one-half inches by fourteen inches. Only a single fee as authorized by this subdivision shall be charged for recording a certificate of satisfaction that releases the original deed of trust and any corrected or revised deeds of trust. One dollar and fifty cents of the fee collected for recording and indexing shall be designated for use in preserving the permanent records of the circuit courts. The sum collected for this purpose shall be administered by The Library of Virginia in cooperation with the circuit court clerks.

3. For appointing and qualifying any personal representative, committee, trustee, guardian, or other fiduciary, in addition to any fees for recording allowed by this section, twenty dollars for estates not exceeding \$50,000, twenty-five dollars for estates not exceeding \$100,000 and thirty dollars for estates exceeding \$100,000. No fee shall be charged for estates of \$5,000 or less.

4. For entering and granting and for issuing any license, other than a marriage license or a hunting and fishing license, and administering an oath when necessary, ten dollars.

5. For issuing a marriage license, attaching certificate, administering or receiving all necessary oaths or affidavits, indexing and recording, ten dollars.

6. For making out any bond, other than those under § 17.1-267 or subdivision A. 4., administering all necessary oaths and writing proper affidavits, three dollars.

7. For all services rendered by the clerk in any garnishment or attachment proceeding, the clerk's fee shall be fifteen dollars in cases not exceeding \$500 and twenty-five dollars in all other cases.

8. For making out a copy of any paper or record to go out of the office, which is not otherwise specifically provided for, a fee of fifty cents for each page. However, there shall be no charge to the recipient of a final order or decree to send an attested copy to such party.

9. For annexing the seal of the court to any paper, writing the certificate of the clerk accompanying it, the clerk shall charge two dollars and for attaching the certificate of the judge, if the clerk is requested to do so, the clerk shall charge an additional fifty cents.

10. In any case in which a person is convicted of a violation of any provision of Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2 or is subject to a disposition under § 18.2-251, the clerk shall assess a fee of \$150 for each felony conviction and each felony disposition under § 18.2-251 which shall be taxed as costs to the defendant and shall be paid into the Drug ~~Offender Assessment~~Treatment Fund.

11. In any case in which a person is convicted of a violation of any provision of Article 1 (§ 18.2-247 et seq.) of Chapter 7 of Title 18.2 or is subject to a disposition under § 18.2-251, the clerk shall assess a fee for each misdemeanor conviction and each misdemeanor disposition under § 18.2-251, which shall be taxed as costs to the defendant and shall be paid into the Drug ~~Offender Assessment~~Treatment Fund as provided in § 17.1-275.8.

12. Upon the defendant's being required to successfully complete traffic school or a driver improvement clinic in lieu of a finding of guilty, the court shall charge the defendant fees and costs as if he had been convicted.

13. In all actions at law the clerk's fee chargeable to the plaintiff shall be fifty dollars in cases not exceeding \$50,000, \$100 in cases not exceeding \$100,000, and \$150 in cases exceeding \$100,000; and in condemnation cases, a fee of twenty-five dollars, to be paid by the plaintiff at the time of instituting the action, this fee to be in lieu of any other fees. There shall be no fee charged for the filing of a cross-claim or setoff in any pending action. However, the fees prescribed by this subdivision shall be charged upon the filing of a counterclaim. The fees prescribed above shall be collected upon the filing of papers for the commencement of civil actions. This subdivision shall not be applicable to cases filed

in the Supreme Court of Virginia.

13a. For the filing of any petition seeking court approval of a settlement where no action has yet been filed, the clerk's fee, chargeable to the petitioner, shall be fifty dollars, to be paid by the petitioner at the time of filing the petition.

14. In addition to the fees chargeable for actions at law, for the costs of proceedings for judgments by confession under §§ 8.01-432 through 8.01-440, the clerk shall tax as costs (i) the cost of registered or certified mail, (ii) the statutory writ tax, in the amount required by law to be paid on a suit for the amount of the confessed judgment, (iii) for the sheriff for serving each copy of the order entering judgment, twelve dollars, and (iv) for docketing the judgment and issuing executions thereon, the same fees as prescribed in subdivision A. 17.

15. For qualifying notaries public, including the making out of the bond and any copies thereof, administering the necessary oaths, and entering the order, ten dollars.

16. For each habeas corpus proceeding, the clerk shall receive ten dollars for all services required thereunder. This subdivision shall not be applicable to such suits filed in the Supreme Court of Virginia.

17. For docketing and indexing a judgment from any other court of this Commonwealth, for docketing and indexing a judgment in the new name of a judgment debtor pursuant to the provisions of § 8.01-451, but not when incident to a divorce, for noting and filing the assignment of a judgment pursuant to § 8.01-452, a fee of five dollars; and for issuing an abstract of any recorded judgment, when proper to do so, a fee of five dollars; and for filing, docketing, indexing and mailing notice of a foreign judgment, a fee of twenty dollars.

18. For all services rendered by the clerk in any court proceeding for which no specific fee is provided by law, the clerk shall charge ten dollars, to be paid by the party filing said papers at the time of filing; however, this subdivision shall not be applicable in a divorce cause prior to and including the entry of a decree of divorce from the bond of matrimony.

19., 20. [Repealed.]

21. For making the endorsements on a forthcoming bond and recording the matters relating to such bond pursuant to the provisions of § 8.01-529, one dollar.

22. For all services rendered by the clerk in any proceeding pursuant to § 57-8 or § 57-15, ten dollars.

23. For preparation and issuance of a subpoena duces tecum, five dollars.

24. For all services rendered by the clerk in matters under § 8.01-217 relating to change of name, twenty dollars; however, this subdivision shall not be applicable in cases where the change of name is incident to a divorce.

25. For providing court records or documents on microfilm, per frame, ten cents.

26. In all chancery causes, the clerk's fee chargeable to the plaintiff shall be fifty dollars to be paid by the plaintiff at the time of instituting the suit, which shall include the furnishing of a duly certified copy of the final decree. However, no fee shall be charged for the filing of a cross-bill in any pending suit. In divorce cases, when there is a merger of a divorce of separation a mensa et thoro into a decree of divorce a vinculo, the above mentioned fee shall include the furnishing of a duly certified copy of both such decrees.

27. For the acceptance of credit cards in lieu of money to collect and secure all fees, including filing fees, fines, restitution, forfeiture, penalties and costs, the clerk shall collect a service charge of four percent of the amount paid.

28. For the return of any check unpaid by the financial institution on which it was drawn or notice is received from the credit card issuer that payment will not be made for any reason, the clerk shall collect, if allowed by the court, a fee of twenty dollars or ten percent of the amount to be paid, whichever is greater, in accordance with § 19.2-353.3.

29. For all services rendered, except in cases in which costs are assessed pursuant to §§ 17.1-275.1, 17.1-275.2, 17.1-275.3, or § 17.1-275.4, in an adoption proceeding, a fee of twenty dollars, in addition to the fee imposed under § 63.2-1246, to be paid by the petitioner or petitioners.

30. For issuing a duplicate license for one lost or destroyed as provided in § 29.1-334, a fee in the same amount as the fee for the original license.

31. For the filing of any petition as provided in §§ 33.1-124, 33.1-125 and 33.1-129, a fee of five dollars to be paid by the petitioner; and for the recordation of a certificate or copy thereof, as provided for in § 33.1-122, as well as for any order of the court relating thereto, the clerk shall charge the same fee as for recording a deed as provided for in this section, to be paid by the party upon whose request such certificate is recorded or order is entered.

32. For making up, certifying and transmitting original record pursuant to the Rules of the Supreme Court, including all papers necessary to be copied and other services rendered, except in cases in which costs are assessed pursuant to §§ 17.1-275.1, 17.1-275.2, 17.1-275.3, 17.1-275.4, 17.1-275.7, 17.1-275.8, or § 17.1-275.9, a fee of twenty dollars.

183 33. For issuance of hunting and trapping permits in accordance with § 10.1-1154, twenty-five cents.
184 34. For filings, etc., under the Uniform Federal Lien Registration Act (§ 55-142.1 et seq.), the fees
185 shall be as prescribed in that Act.
186 35. For filing the appointment of a resident agent for a nonresident property owner in accordance
187 with § 55-218.1, a fee of one dollar.
188 36. [Repealed.]
189 37. For recordation of certificate and registration of names of nonresident owners in accordance with
190 § 59.1-74, a fee of ten dollars.
191 38. For maintaining the information required under the Overhead High Voltage Line Safety Act
192 (§ 59.1-406 et seq.), the fee as prescribed in § 59.1-411.
193 39. For lodging, indexing and preserving a will in accordance with § 64.1-56, a fee of two dollars.
194 40. For filing a financing statement in accordance with § 8.9A-505, the fee shall be as prescribed
195 under § 8.9A-525.
196 41. For filing a termination statement in accordance with § 8.9A-513, the fee shall be as prescribed
197 under § 8.9A-525.
198 42. For filing assignment of security interest in accordance with § 8.9A-514, the fee shall be as
199 prescribed under § 8.9A-525.
200 43. For filing a petition as provided in §§ 37.1-134.7 and 37.1-134.17, the fee shall be ten dollars.
201 44. For issuing any execution, and recording the return thereof, a fee of \$1.50.
202 45. For the preparation and issuance of a summons for interrogation by an execution creditor, a fee
203 of five dollars. If there is no outstanding execution, and one is requested herewith, the clerk shall be
204 allowed an additional fee of \$1.50, in accordance with subdivision A. 44.
205 B. In accordance with § 17.1-281, the clerk shall collect fees under subdivisions A. 7., A. 13., A.
206 16., A. 18. if applicable, A. 20., A. 22., A. 24., A. 26., A. 29. and A. 31. to be designated for
207 courthouse construction, renovation or maintenance.
208 C. In accordance with § 17.1-278, the clerk shall collect fees under subdivisions A. 7., A. 13., A.
209 16., A. 18. if applicable, A. 20., A. 22., A. 24., A. 26., A. 29. and A. 31. to be designated for services
210 provided for the poor, without charge, by a nonprofit legal aid program.
211 D. In accordance with § 42.1-70, the clerk shall collect fees under subdivisions A. 7., A. 13., A. 16.,
212 A. 18. if applicable, A. 20., A. 22., A. 24., A. 26., A. 29. and A. 31. to be designated for public law
213 libraries.
214 E. The provisions of this section shall control the fees charged by clerks of circuit courts for the
215 services above described.
216 § 17.1-275.8. Fixed drug misdemeanor fee.
217 In circuit court, upon conviction of any and each misdemeanor charge, whether or not originally
218 charged as a felony, for a violation of any provision of Article 1 (§ 18.2-247 et seq.) of Chapter 7 of
219 Title 18.2, or upon a deferred disposition of proceedings in the case of any and each misdemeanor
220 charge, whether or not originally charged as a felony, deferred pursuant to the terms and conditions of
221 § 18.2-251, there shall be assessed as court costs a fee of \$286.50, to be known as the fixed drug
222 misdemeanor fee. This fee shall be in addition to any fee assessed in the district court.
223 The amount collected, in whole or in part, for the fixed drug misdemeanor fee shall be apportioned,
224 as provided by law, to the following funds in the fractional amounts designated:
225 1. Sentencing/supervision fee (General Fund) (.1308901);
226 2. Court Reporter Fund (.0174520);
227 3. Witness expenses/expert witness fee (General Fund) (.0069808);
228 4. Virginia Crime Victim-Witness Fund (.0104712);
229 5. Intensified Drug Enforcement Jurisdiction Fund (.0139616);
230 6. Criminal Injuries Compensation Fund (.0698080);
231 7. Commonwealth's Attorney Fund (state share) (.0087260);
232 8. Commonwealth's Attorney Fund (local share) (.0087260);
233 9. Regional Criminal Justice Academy Training Fund (.0034904);
234 10. Warrant fee, as prescribed by § 17.1-272 (.0418848);
235 11. Courthouse Construction/Maintenance Fund (.0069808);
236 12. Clerk of the circuit court (.0698080);
237 13. Forensic laboratory fee (General Fund) (.3490401); and
238 14. Drug Offender Assessment Treatment Fund (.2617801).
239 § 18.2-251.02. Drug Treatment Fund.
240 There is hereby established in the state treasury the Drug Offender Assessment Treatment Fund
241 which shall consist of moneys received from fees imposed on certain drug offense convictions pursuant
242 to subdivisions A 10 and A 11 of § 17.1-275 and § 16.1-69.48:3. All interest derived from the deposit
243 and investment of moneys in the Fund shall be credited to the Fund. Any moneys not appropriated by
244 the General Assembly shall remain in the Drug Offender Assessment Treatment Fund and shall not be

transferred or revert to the general fund at the end of any fiscal year. All moneys in the Fund shall be subject to annual appropriation by the General Assembly to the Department of Corrections, the Department of Juvenile Justice, the Department of Criminal Justice Services Office of the Executive Secretary of the Supreme Court of Virginia for the support of community-based probation and local pretrial services agencies, and the Commission on VASAP established drug treatment court programs to implement and operate the offender substance abuse screening and assessment program drug treatment court programs.

§ 18.2-254.1. Drug Treatment Court Act.

A. This section shall be known and may be cited as the "Drug Treatment Court Act."

B. The General Assembly recognizes that there is a critical need in the Commonwealth for effective treatment programs that reduce the incidence of drug use, drug addiction, family separation due to parental substance abuse, and drug-related crimes. It is the intent of the General Assembly by this section to enhance public safety by facilitating the creation of drug treatment courts as means by which to accomplish this purpose.

C. The goals of drug treatment courts include: (i) reducing drug addition and drug dependency among offenders; (ii) reducing recidivism; (iii) reducing drug-related court workloads; (iv) increasing personal, familial and societal accountability among offenders; and, (v) promoting effective planning and use of resources among the criminal justice system and community agencies.

D. Drug treatment courts are specialized court dockets within the existing structure of Virginia's court system offering judicial monitoring of intensive treatment and strict supervision of addicts in drug and drug-related cases. Local officials must complete a recognized planning process before establishing a drug treatment court program.

E. Administrative oversight for implementation of the Drug Treatment Court Act shall be conducted by the Supreme Court of Virginia. The Supreme Court of Virginia shall be responsible for (i) providing oversight for the distribution of funds for drug treatment courts; (ii) providing technical assistance to drug treatment courts; (iii) providing training for judges who preside over drug treatment courts; (iv) providing training to the providers of administrative, case management, and treatment services to drug treatment courts; and (v) monitoring the completion of evaluations of the effectiveness and efficiency of drug treatment courts in the Commonwealth.

F. A state drug treatment court advisory committee shall be established to (i) evaluate and recommend standards for the planning and implementation of drug treatment courts; (ii) assist in the evaluation of their effectiveness and efficiency; and (iii) encourage and enhance cooperation among agencies that participate in their planning and implementation. The committee shall be chaired by the Chief Justice of the Supreme Court of Virginia or his designee and shall include a member of the Judicial Conference of Virginia who presides over a drug treatment court; a district court judge; the Executive Secretary or his designee; the directors of the following executive branch agencies: Department of Corrections, Department of Criminal Justice Services, Department of Juvenile Justice, Department of Mental Health, Mental Retardation and Substance Abuse Services, Department of Social Services; a representative of the following entities: community corrections/pretrial services programs, the Commonwealth's Attorney's Association, the Public Defender Commission, the Circuit Court Clerk's Association, the Virginia Sheriff's Association, the Virginia Association of Chiefs of Police, the Commission on VASAP, and two representatives designated by the Virginia Drug Court Association.

G. Each jurisdiction or combination of jurisdictions that intend to establish a drug treatment court or continue the operation of an existing one shall establish a local drug treatment court advisory committee. Jurisdictions that establish separate adult and juvenile drug treatment courts may establish an advisory committee for each such court. Each advisory committee shall ensure quality, efficiency, and fairness in the planning, implementation, and operation of the drug treatment court or courts that serve the jurisdiction or combination of jurisdictions. Advisory committee membership shall include, but shall not be limited to the following people or their designees: (i) the drug treatment court judge; (ii) the attorney for the Commonwealth, or, where applicable, the city or county attorney who has responsibility for the prosecution of misdemeanor offenses; (iii) the public defender or a member of the local criminal defense bar in jurisdictions in which there is no public defender; (iv) the clerk of the court in which the drug treatment court is located; (v) a representative of the Virginia Department of Corrections, or the Department of Juvenile Justice, or both, from the local office which serves the jurisdiction or combination of jurisdictions; (vi) a representative of community corrections/pretrial services; (vii) a local law-enforcement officer; (viii) a representative of the Department of Mental Health, Mental Retardation, and Substance Abuse Services or a representative of local drug treatment providers; (ix) the drug court administrator; (x) a representative of the Department of Social Services; (xi) county administrator or city manager; and (xii) any other people selected by the drug treatment court advisory committee.

H. Each local drug treatment court advisory committee shall establish criteria for the eligibility and

306 participation of offenders who have been determined to be addicted to or dependent upon drugs. Subject
307 to the provisions of this section, neither the establishment of a drug treatment court nor anything herein
308 shall be construed as limiting the discretion of the attorney for the Commonwealth to prosecute any
309 criminal case arising therein which he deems advisable to prosecute, except to the extent the
310 participating attorney for the Commonwealth agrees to do so. As defined in § 17.1-805 or § 19.2-297.1,
311 adult offenders who have been convicted of a violent criminal offense within the preceding 10 years, or
312 juvenile offenders who previously have been adjudicated not innocent of any such offense within the
313 preceding 10 years, shall not be eligible for participation in any drug treatment court established or
314 continued in operation pursuant to this section.

315 I. Each drug treatment court advisory committee shall establish policies and procedures for the
316 operation of the court to attain the following goals: (i) effective integration of drug and alcohol
317 treatment services with criminal justice system case processing; (ii) enhanced public safety through
318 intensive offender supervision and drug treatment; (iii) prompt identification and placement of eligible
319 participants; (iv) efficient access to a continuum of alcohol, drug, and related treatment and
320 rehabilitation services; (v) verified participant abstinence through frequent alcohol and other drug
321 testing; (vi) prompt response to participants' noncompliance with program requirements through a
322 coordinated strategy; (vii) ongoing judicial interaction with each drug court participant; (viii) ongoing
323 monitoring and evaluation of program effectiveness and efficiency; (ix) ongoing interdisciplinary
324 education and training in support of program effectiveness and efficiency; and (x) ongoing collaboration
325 among drug treatment courts, public agencies, and community-based organizations to enhance program
326 effectiveness and efficiency.

327 J. Participation by an offender in a drug treatment court shall be voluntary and made pursuant only
328 to a written agreement entered into by and between the offender and the Commonwealth with the
329 concurrence of the court.

330 K. Nothing in this section shall preclude the establishment of substance abuse treatment programs
331 pursuant to the deferred judgment provisions of § 18.2-251.

332 L. Each offender shall contribute to the cost of the substance abuse treatment he receives while
333 participating in a drug treatment court pursuant to guidelines developed by the drug treatment court
334 advisory committee.

335 M. Nothing contained in this section shall confer a right or an expectation of a right to treatment for
336 an offender or be construed as requiring a local drug treatment court advisory committee to accept for
337 participation every offender.

338 N. The Office of the Executive Secretary shall, with the assistance of the state drug treatment court
339 advisory committee, develop a statewide evaluation model and conduct ongoing evaluations of the
340 effectiveness and efficiency of all local drug treatment courts. A report of these evaluations shall be
341 submitted to the General Assembly by December 1 of each year. Each local drug treatment court
342 advisory committee shall submit evaluative reports to the Office of the Executive Secretary as requested.