3-14/085.10 - Handling the Transportation of Forthwith Cases to Other Courts

When an inmate is ordered by a judge to forthwith or immediately be transported to another court for further proceedings, it is the responsibility of the bailiff to immediately make the following four (4) notifications:

1. CST Transportation Desk (213) 974-4571 or (213) 974-4572

   Once notified, CST Desk will attempt to have the inmate picked up from the first court during morning pickup (approximately 1000 hours depending on the court and if the inmate is ready to return) and returned to CST Headquarters. The inmate will then be put on another bus for transportation to the second court during the afternoon.

   If, because of time constraints or the inmate is a "forthwith" to the second court, then CST desk will attempt to send a crew to the first court to pick up the inmate for transport directly to the second court.

2. IRC Court Liaison (213) 893-5792 or 893-5793

   After the inmate and court information is provided to Court Liaison, they will send a JDIC Notice (AKA - Teletype) to CST requesting the transfer and make the necessary update in the computerized tracking system.

   3. Inform lockup supervisor and update as to status of inmate to be transported.

4. Branch Supervisor

   If CST is unable to transport the inmate in a timely manner, it then becomes the responsibility of the branch supervisor to make arrangements for the inmate's transportation using Court Services personnel, either from their branch or from the receiving branch, in order to expedite the transfer.