



22<sup>nd</sup> Judicial District Court Drug Court Co-occurring Track 701 N Columbia Street Covington, LA 70433 Phone: (985) 288-5771

## CASE MANAGER CONTACT INFORMATION:

## Non-emergency contact:

- Check ins, screening issues, over the counter medication approval, missed sessions of any kind are all considered non-emergency contact.
- Contact needs to be made during business hours
  - Monday/Tuesday/Thursday/Friday 8:30-3:30
  - o Wednesday 8:30-10:00
- Contact can be made by system text message only at 225-307-3662. Texts messages can be left at any hour but will be received and answered only during office hours.
- Calls can be made during office hours for non-emergency reasons to 985-326-1718. Make sure to leave a detailed message including your name, contact number, and reason for the call if your call is not answered.
- All messages will be returned within 24 hours during the week or the Monday following a weekend if a response is needed.
- Office Hours at the Slidell office for in person visits are Mondays 8:30-12:00 or Fridays 8:30-3:30. For Covington, arrangements can be made in advance to meet in person on Wednesdays at the courthouse 8:30-11:00 or after weekly court sessions.

## Emergency contact:

- After hours and weekend contact should be made for emergency purposes only.
- ER visits, approval of prescription medication outside of office hours, relapse, mental health related issues are considered emergencies.
- If you have an emergency related issue you should contact your case manager IMMEDIATELY at 985-326-1718 by call or text and leave a detailed message including your name, contact number, and details of your emergency.