

PROTOCOL:

Clerical County-Wide Petition/Detention Distribution & Noticing Process

This protocol provides county-wide clerical instructions for the distribution of Petitions, including Supplemental, Subsequent as well as the formation and distribution/noticing of Detention Packets. This protocol is in accordance with County policy as well as Federal and State mandates. It does not interfere with district-specific methods already established. For any questions regarding this protocol, please see your direct Supervisor.

STEP 1 Make *20 copies of Original or Supplemental Petition

*Number of copies is dependent on type of petition and specific case needs

STEP 2 Organize Copies

- Original + nine copies are to be filed with the Juvenile Court
 - Petitions are to be two-hole punched with the original on the top of the stack
 - *Clip petitions together and place in the petition basket located at the mail station
 - *clips can be swapped for other methods of keeping packets together.
 - One copy is needed for the Judge's Detention Packet, stamped **COPY** in the *For Court Use Only* box in the upper right corner of the page
 - Seven-Nine copies are needed for the Detention Packets, stamped **COPY** in the *For Court Use Only* box in the upper right corner of the page
 - 1 for Court Rep
 - 1 for County Counsel
 - 1 for CCJA (**Child's attorney if Supplemental**)
 - 1 for Atty for Mother
 - 1 for each Atty for Father(s)
 - 1 for Mother
 - 1 for each Father(s)
 - 1 for Legal Guardian (if applicable)
 - 1 for Atty for Legal Guardian (if applicable)
- Additional Copies For:
 - 1 for *Court SW stamped **COPY** *CS SW if Supplemental
 - 1 for *Court Sup stamped **COPY** *CS Sup if Supplemental
 - 1 for *ER SW stamped **COPY** *not needed if Supplemental
 - 1 for *ER Sup stamped **COPY** *not needed if Supplemental

- 1 for requesting the Birth Certificate (clerical) **COPY** – Original Petitions Only
- 1 for EIOS Liaison if the petition contains a count regarding drug abuse stamped **COPY** – Original Petitions Only
- 1 for Domestic Violence Liaison if the petition contains a count regarding domestic violence stamped **COPY** – Original Petitions Only
- 1 for HEP Clerk if the petition is regarding a newborn with a positive toxicology stamped **COPY** – Original Petitions Only
- 1 for Division Manager until further notice stamped **COPY**
- 1 for Admin stamped **COPY**
- 1 for scanning into OCR Detention Notice & Packet for County Counsel & CCJA stamped **COPY**
- 1 for Court Rep Clerk stamped **COPY**
- *1 for each Parent (and attorney if attorney is not in OCR) to be mailed.
*ONLY for Amended, Supplemental, and Subsequent Petitions.

NOTE: A Control copy will be needed to ensure that clerical receive a 'File' stamped copy fax return, as well as a tickler to enter the petition in CWS, if applicable. Once you have received the faxed 'File' stamp copy, take that copy and replace the front sheet of the control copy and give to the SW. Parent Partner Noticing on Original Petitions, per Beth Botoroff, is handled by an SCA who will pull the petition information out of OCR. No need to send a copy to Parent Partners.

STEP 3 Create Detention Packets Needed For Each Petition/Child

NOTE: Although it is the Court Worker that is responsible for the Petition, it is the ER Worker's responsibility to fill out the ICWA 010 for the petition. If no ICWA information is provided to you, you need to give a blank ICWA 010 to the ER Worker to complete and return to you. **It is not clerical's responsibility to complete the ICWA 010.**

Detention Packet Contents- If the child(ren) is/are detained or we are asking the Court to detain, the following orders/forms need to be typed for each child:

- JV-410 Findings And Orders After Detention Hearing
- JV-400 Visitation Attachment
- DC-5A Authorization of Medical Treatment
- DC-5B Authorization to Release Information

Other Forms Needed for Detention Packets:

- DC 300 Attorney Referral Form (For Each Child)
Original Petition-DC 300 goes to the ER Worker to fill out. There will be some exceptions to this procedure (i.e. failed IFS.)
- JV-140 Notification of Mailing Address (For Each Parent - For Each Child)
- JV-141 Electronic Service Consent (For Each Parent - For Each Child over 10)
- JV-225 Your Child's Health and Education (For Each Parent/Child)
- JV-500 Parentage Inquire – Juvenile (For Alleged Father/Each Child)
- JV-505 Statement Regarding Parentage (For Alleged Father/Each Child)

- ICWA-020 Parental Notification of Indian Status (For Each Parent/Each Child)
- CR1 Court Rep Form **Original Petition-CR1 goes to the ER Worker to fill out**

STEP 4 Complete Header Information for Forms/Recs

Type in necessary information in any of the forms headings such as child's name, date of birth, J#, parent(s) name(s), social worker's name, address, telephone number (see attached samples).

When orders are ready, give to Social Worker to finish filling out and/or advise them that they are in CWS/CMS ready for them to complete. After the Social Worker finishes filling the orders out, they need to be returned to the clerk to finalize Detention Packets (See Below). If the orders have been completed in CWS/CMS clerical can print them out.

STEP 5 Gather Court Report/Memo/Attachments

Photocopies of the Court Report/Memo/Attachments are needed for the following:

- Judge Packet – the Judge only needs one report even with multiple children listed on the report; unless the children have different parents. Then, separate reports for each child who has different parents.
- Detention Packet Copies
 - 1 for Court Rep
 - 1 for County Counsel
 - 1 for CCJA (**Child's attorney if Supplemental**)
 - 1 for Atty for Mother
 - 1 for each Atty for Father(s)
 - 1 for Mother
 - 1 for each Father(s)
 - 1 for Legal Guardian (if applicable)
 - 1 for Atty for Legal Guardian (if applicable)
- Additional Copies For:
 - 1 for *Court SW stamped **COPY** *CS SW if Supplemental
 - 1 for *Court Sup stamped **COPY** *CS Sup if Supplemental
 - 1 for *ER SW ***not needed if Supplemental**
 - 1 for *ER Sup ***not needed if Supplemental**
 - 1 for Court Rep Clerk

STEP 6 Create Detention Packets

Packets are to be sent with Courier, unless the Social Worker has stated they will be attending the Detention Hearing and can take the packet into Court. For Supplemental Petitions, please make sure to ask the Social Worker if they will be going to the Detention Hearing. Court Workers do go to Court for the Detention Hearing, but ask them if they want the packet sent via Courier or given to them to take.

There are two types of Detention Packets sent to the Court:

- 1) Judge's Detention Packet
- 2) Remaining parties Detention Packets (Court Rep/County Counsel/CCJA/Parents)

NOTE: Each packet envelope is to be labeled with the appropriate label noting which packet it is, the child(ren)'s J#'s, and social worker's PCN.

The following items are to be included in the **Judge Detention Packet:**
(The Judge gets one Detention Packet per child)

- Petition – One copy stamped **COPY** in the *For Court Use Only* box in the upper right corner of the page.
- Court Report/Memo – The Original Report/Memo signed by the Social Worker and Supervisor goes in the Judge Packet. If there is more than one child, put the original in the oldest child's Judge Packet and copies in the remaining child(ren)'s packet(s).

The following items are to be included in the **Other Parties Detention Packet:**
(Which is labeled/addressed to Court Rep/County Counsel for distribution in Court)

NOTE: The 'Other Parties' Detention Packet contents need to be made into individual packets within the main packet, with the appropriate post-it/label attached to it (See Below). Each alleged father will need his own packet labeled with the appropriate last name listed, as well as each Atty for Father.

- **Court Rep-** CR-1 (court rep can provide), Copy of Petition, Copy of JV 400, JV 410, Court Report/Memo (paper clipped with tag)
- **County Counsel–** Copy of Petition, Court Report/Memo, Copy of JV-400 & JV-410 (paper clipped with tag) ****The Word version of the JV-400 & JV-410 emailed to County Counsel.**

****Please email the word version of JV-400 & JV-410 to Court Rep who will email them to assigned County Counsel for the hearing.**

- **CCJA (Child's attorney if Supplemental)** DC 300, Copy of Petition, Court Report/Memo (paper clipped with tag)
- **Atty for Mother**– Copy of Petition, Court Report/Memo (paper clipped with tag)
- **Atty for each Father(s)** – Copy of Petition, Court Report/Memo (paper clipped with tag)
- **Mother** – Copy of Petition, Court Report/Memo (paper clipped with tag)
- **Each Father(s)** – Copy of Petition, Court Report/Memo (paper clipped with tag)
- **Social Worker** - (Given directly to the Social Worker, not in Detention Packet Envelope) - Copy of Petition, Court Report/Memo, Copy of JV-400 & JV-410, Copy of Discovery if available, DC 5A, DC 5B, JV-140, JV-141, ICWA 020, JV-225, JV 500 & JV 505 if applicable, Court Referral Sheet (blue sheet).

NOTE: If the Court Worker states they are not going to be attending the Detention Hearing, the orders need to be given to the Court Rep. Make sure to put those order in the detention envelope for the Court Rep, clipped to her packet with the DC 5A, DC 5B, JV-140, JV-141, ICWA 020, JV-225, JV 500 & JV 505.

If the Court Worker leaves for the day and the Petition, Report etc. are not completed or they are out of the office, but will be attending the Detention Hearing, their packet will have to be sent via Courier in the Detention Packet envelope, clip together and label SW with a Post It.

- **Court Rep Clerk** - Copy of Petition, Court Report/Memo, Copy of JV-400 & JV-410 to be scanned and uploaded into the One Drive for Court Calendar and/or emailed to Court Rep covering the Detention Hearing.

STEP 6 Distribute Packets For Noticing

County Counsel and CCJA have to be noticed of the Detention Hearing. A complete scan of the following documents must be sent as 1 scan and dropped into OCR into the Detention Notice & Packets folder; a copy of the original petition for each child, copy of the Detention Juris Report, and DC 300 for each child.

NOTE: OCR Detention Packet to notice CC and CCJA on Original Petitions Only using the OCR Detention Notice & Packets folder and for Supplemental it must go in the child(ren)'s folder under case folders. Use the same naming convention

Copy of the Original Petition(s) need to be scanned and emailed as follows:

A. UPLOAD TO OCR ORIGINAL PETITION

In OCR there is a Case Folder called Detention Notice & Packet. Use the following naming convention; **##-##-#### (Date of Detention Hearing) Child's LAST NAME J#** when uploading to OCR.

There may be some exception to the rule above i.e. packet too large, you may have to scan in 2 parts. If more than, one child list first child and then add Et Al at the end.

NOTE: If County Counsel is in the office, we can hand them their Detention Packet. If the ER Worker has not filled out the DC 300 in a timely manner, the Court Worker will need to fill it out.

B. UPLOAD TO OCR FOR AMENDED; SUPPLEMENTAL, SUBSEQUENT PETITIONS

All Amended, Subsequent, and Supplemental Petitions need to be uploaded into OCR. OCR the Petition and Memo. This serves as a form of noticing. If an attorney is not in OCR, you will need to fax and also mail their copies. If the parents are not going to be at the Detention Hearing (Supplemental or Subsequent), a copy of the petition(s) needs to be Mailed out to Parents.

NOTE: Upload into the Child's Case Folder in OCR and not into the Detention Notice & Packets Folder. Petitions **cannot** be e-signed, Original signatures are needed for the Juvenile Clerks Office. OCR the following Petitions (Amended, Supplemental, Subsequent), you can scan the document to your Documents Library. Once you have logged in to the copy machine select Home Directory, you can select your Options i.e. in Color if you want the blue signature to show. Then hit Scan. From your computer you will have to make a shortcut to the Scan folder on your desktop. From Libraries, select Documents, click on Scan, right mouse click, send to Desktop (create shortcut) your scanned document will be there for easy uploading to OCR. You can also scan and upload as you do all other attachments.