

ADMINISTRATIVE ORDER #78-8

Effective July 17, 1978, the following policy will pertain to the processing of juvenile wayward/delinquent complaints:

- Referring authorities will mail or hand-deliver to the juvenile clerk's office an original and two copies of the Family Court Request for Investigation plus an original petition for each offense or count thereof cited within the Request for Investigation. Upon receipt a hand-delivered petition will be signed and dated by a Family Court Clerk. Petitions that are mailed to the court should be dated and properly notarized; if not, they will be returned to the referring authority.
- After receipt of these documents, the juvenile clerk's office will log the petitions, update or prepare index cards, face sheets and folders, and refer the documents to the Chief Intake Supervisor.
- The Chief Intake Supervisor will assign the various cases to Intake Supervisors who will review the petitions. Based upon the seriousness of the offense and the juvenile's age and past record, the Intake Supervisor may: 1) authorize no petition to be issued; 2) send a warning letter to the juvenile and parents or guardians; 3) refer the juvenile to the Youth Diversionary Unit for investigation and counseling; 4) arrange an intake interview between the juvenile, parents or guardians, referring agent and/or victim and subsequently divert or calendar the case; or 5) immediately calendar the case without interviewing the parties.
- If the case is to be calendared, the Intake Supervisor will so advise the juvenile clerk who will prepare the summons and notify appropriate parties as to the hearing date.
- If no petition is authorized or if the juvenile is warned or diverted from court processing, the Intake Unit will notify the referring authority as to the disposition. The referring authority may then appeal this decision to the Chief Judge for his review.

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CHIEF/JUDGE