

CASE FILE- SIDE 1

- Conditions (IA, Probation, Commitment, Placement, Aftercare, HITS)
- Court Order (Probation or Commitment)
- Other Court Orders (STP, Detention, etc.)
- Petition(s)
- Summons & Process
- Pre-Trial Rights Form
- Informal Adjustment Agreement
- Victim Impact Statement(s)
- Juvenile Complaint(s) & Police report(s)
- Warrants/4056

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Documents are to be filed in the order listed above for each legal event and there should be a tab between each event.

Adult Court documents are to be included in this section and should have their own tab.

File information in reverse chronological order; with most recent information on the top.

All legal documents listed above are to be scanned into the JTS Legal module as well.

Documents should be scanned in as received.

Each document should be labeled by type and date (case number can be included, if available)

Example- Conditions & Order 028-12J-5555 5/1/12 or Complaint 3/9/11

Notes:

CASE FILE- SIDE 3

Authorization for Release of Information (scanned as well)

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Notice of Detention (scanned as well)

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Notice of Graduated Sanctions Violation(s) (scanned as well)

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Electronic Monitor/MST/Detention Alternative Reports

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Other Correspondence

File information in reverse chronological order; with most recent information
on the top.

JTS Upload Format:

Admission Module-

Scar, Marks and Tattoos- Photos of each visible are to be documented in JTS.

Correspondence Module- Those items noted above as well as:

Signed Enhanced Service Plans (ESP)

Signed Safety Plan(s)

Signed Home Study report(s)

Case Management Transfer form

Interstate Compact forms

Psychological(s)

Psycho-Sexual(s)

Victim Impact form(s)

Youth Status Report(s)

Other correspondence, including but not limited to:

Approved off-site pass requests

UR/Progress report(s)

Education/School report cards

Any items scanned in need to be documented in the comment section to identify the document.

*If the item has a defined type then a date and other important detail should be listed in comments.

*If the item is entered as OTHER the date and what it is should be entered into comments- (ESP 12/8/9)

CASE FILE- SIDE 4

Request for Secure/Non-Secure Detention
Request for Extension of Secure/Non-Secure Detention

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Screening Committee Recommendation Form
Home Study Report (scanned in correspondence as well)
Screening Letters
Other Screening Documents

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Administrative Revocation Paperwork

File information in reverse chronological order; with most recent information
on the top.

JTS Upload Format:

**Screening documents should be uploaded by the ACS into the
Screening Module**