

JUVENILE COURT
POLICY/PROCEDURE

CASE ASSIGNMENT(S)

POLICY

Each case filed with the Juvenile Court will be assigned to a Judge in accordance with the following rules:

1. If the child/juvenile or sibling has been previously assigned to a presently sitting juvenile judge, the case shall be automatically assigned to that judge. This rule takes precedence over all other assignment rules, with the exception of procedures related to Substitution.
2. Cases of co-defendants shall be assigned to the same judge (unless otherwise assigned based on rule 1 above) and be counted as individual case assignments.
3. If rules 1 and 2 are not applicable cases will be assigned on a random basis to a judge from among the juvenile judges in a manner prescribed by the juvenile judges and kept on record with the Clerk of Courts and Juvenile Court office.

The Juvenile Court will maintain a procedure approved by the Juvenile Judges for assignment that results in an equitable distribution of case assignments.

PROCEDURE

At the time of filing a petition, the party filing the petition should provide to the Court Clerk information as may be available related to Rules 1 and 2 above. That is, the petition should be filed with a corresponding Court Request form or note indicating if the juvenile or sibling is currently or has been previously assigned to a judge or is a co-defendant with another juvenile.

The Juvenile Clerks will cross-check the juvenile's name with existing records to ensure that Rules 1 and 2 are complied with.

COMMENTS/EXCEPTIONS

Note that in cases in which the Clerks do not receive information about sibling's involvement in the juvenile court and in the event of differences in children's last names that the cross-checking procedure for assignment may not "catch" all cases. In those cases in which it is discovered later that an error has been made, the case should be assigned to the proper judge with the consent of the judges involved.