

JUVENILE COURT  
POLICY/PROCEDURE

**DISCLOSURE OF INFORMATION TO VICTIMS OF A CHILD'S ACT(S)**

POLICY

Chapter 938 does not provide for a process by which the court may release information from its records to victims for the purpose(s) of pursuing civil action. Therefore, for **petitions filed** as of July 1, 1996 the court will no longer authorize release of that information.

PROCEDURE

If the victim needs the information in order to begin a civil action he/she may request that information from the law enforcement agency handling the case. In the event that the law enforcement agency's policies do not permit release of that information, the victim may petition the court to authorize release of the law enforcement information. That request should be sent to the Juvenile Court Commissioner Clerk and be reviewed by the Commissioner. The Commissioner will review the request and simply authorize/not authorize release of that information to the victim.

EXCEPTIONS/COMMENTS

Note that statutes do provide for various persons/parties to review/access court records (refer to policy on Access to Court Records), including authorized representatives of a victim's insurer. Therefore, in some cases it may be possible for a victim to gain access to the information through that procedure.

JUVENILE COURT  
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**PETITIONS FOR EXTENSION, REVISION, CHANGE OF PLACEMENT  
AND REVOCATION OF CONSENT DECREE**

POLICY

Except in emergency situations in which a change in circumstances prevents the timely filing of the above petitions, all such petitions filed by the Department, Corporation Council or the District Attorney for cases in which supervision is expiring must be filed at least **60** days in advance of the expiration date.

Note that in the event a Permanency Plan Review will be conducted by the Court as well as any Extension, Revision, Change of Placement request, the Request for conducting that review must also be made 60 days in advance of the expiration of supervision due to the lengthy notice requirements related to Permanency Plan Reviews.

Temporary Extensions of supervision must be approved by the Judge and may only be approved upon the provision of information that extended supervision is necessary to protect the welfare of the child and/or the immediate safety of the public.

Requests for the Revocation of a Consent Decree should be filed with the Court official approving the Consent Decree at least 40 days in advance of expiration, since a Temporary Extension of the Consent Decree is not possible.

Requests for Extensions, Revision, Change of Placement and/or Revocation of Consent Decree **must** include the proper petition number and letter suffix (a letter suffix is used for the second and all subsequent petitions related to any juvenile) on which the Court is to act.

PROCEDURE

Petitions under this policy (note the exception for Consent Decrees entered by the Commissioner) should be filed with the Court Branch. In any case in which a request for a Temporary Extension is filed, the Request/Petition must be accompanied by a memo from the Social Worker indicating:

1. The emergency circumstance(s) or incident(s) that necessitates an extension of supervision. In cases in which the incident/circumstances are included in the petition itself, the memo may refer to the petition.
2. In the absence of an emergency situation an explanation of why the Petition was not filed in a timely manner

3. In the absence of an emergency situation an explanation of why an extension is necessary to protect the welfare of the child and/or the immediate safety of the public and what additional services necessitate the continuance of supervision.

**"Emergency situations"** include circumstances or incident(s) in which there is an unforeseen substantive new behavior or change in circumstances that, in the opinion of the party, significantly alters the case plan and necessitates extended supervision. Examples of "emergency situations" include: new delinquency allegations, new abuse/neglect allegations, a significant change in the living situation of a parent/child/custodian, substantial changes in the level of compliance by a parent/child/custodian with conditions of supervision, etc..

In the event the matter cannot be scheduled with the Judge prior to the expiration of supervision, the Clerk will prepare a Temporary Extension Order for the Judge to sign. If denied, notice of that denial and the petition will be returned to the requesting party. The Clerk will docket the receipt of the request and the approval/denial.

#### NOTICE TO PUBLIC DEFENDER'S OFFICE

Since the appointment of a public defender for a child/juvenile is "closed" at disposition, if a petition for revision, extension, or change of placement is received by the Branch in which the child/juvenile was represented by a public defender, the Branch must change the attorney designation back to the generic "State Public Defender's Office" and send to the SPD Office. If the revision/extension/change of placement is based on a petition under §938.13(12) in which the juvenile was represented by a GAL and has since turned 10, the SPD Office must receive a copy of the notice of hearing in order to appoint counsel to represent the juvenile as opposed to being represented by the GAL.

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**TERMINATION REPORT**

POLICY

Termination reports or memos indicating the intent to allow court supervision to terminate/expire in **delinquency cases** must be submitted to the court and parties by the assigned Social Worker at least 30 days prior to the expiration of supervision under the following circumstances:

- The restitution order has not been satisfied and a balance remains to be paid.
- Juvenile is under a Type II or stayed correctional order.
- Juvenile has been adjudicated delinquent for a sexual offense and is currently under supervision for that offense.
- Juvenile is placed out of home and will not return home until date court order expires. (Note: memo not required if youth is 18 or will be on date court order expires.)
- Juvenile is under supervision and the court order specifically states that it is necessary for the Social Worker to file a report or memo prior to the expiration of supervision.

Termination reports or memos indicating the intent to allow court supervision to terminate/expire in **CHIPS cases** must be submitted to the court and parties by the assigned Social Worker at least 30 days prior to the expiration of supervision under the following circumstances:

- Child is under supervision and the court order specifically states that it is necessary for the Social Worker to file a report or memo prior to the expiration of supervision.
- If the CHIPS dispositional order indicates supervision until the child's 18th birthday or 19th birthday if the required educational criteria are met, AND the child will not meet the criteria for extending supervision to the 19th birthday, then the social worker should send a memo to the court and parties 30 days prior to the child's 18th birthday explaining why supervision will terminate.

The content of the report or memo should include the juvenile/child's name, case number, date that the order is due to expire and any information that would help update the parties as to the status of the juvenile/child.

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**PAYMENT FOR EXPERT WITNESS, OTHER COURT RELATED SPECIAL COSTS,  
AND SERVICES PROVIDED PURSUANT TO COURT ORDER**

POLICY

The Court will order payment for only those costs for services which are deemed necessary and/or required by statute or for those treatment services deemed necessary for which other sources of payment or reimbursement are not available. In some cases these services may be treatment or counseling services not already funded through the Department of Human Services (e.g. private providers of services vs. programs with whom the Department has a contractual arrangement). In these cases, if critical to the successful implementation of a treatment plan and/or ordered by the Court, the Department, pursuant to §48/938.36 and 48/938.361 the county may be liable for the cost of these services, but consideration of other services and the ability of the client/family to pay for the service should be given before entering any order.

In cases in which an expert witness is needed in Juvenile Court either at a trial or contested dispositional hearing, or for some other unusual expense (e.g. depositions) it is generally the responsibility of the District Attorney, Corporation Counsel, or Public Defender to determine, approve, and pay the expenses. If the court is asked to cover the expense:

1. Prior approval by the Judge is required only after submission of a written request for services, explaining the need and estimated time/expense
2. Reimbursement for services (including out of town mileage) is limited by rates established by the Clerk of Courts and approved by the Judges for services of psychiatrists, psychologists, social workers or other professionals. This rate must be communicated to the party prior to work commencing.
3. If the witness is noticed/subpoenaed to appear for court, the day of the hearing the court shall be notified of the exact time for which the witness has been noticed
4. Deposition costs will be paid at the county rate for court reporters, and requests for payment must include an itemization of the total number of pages. The attorney shall notify the reporter of these requirements.

The Court shall not order the Department to pay for services for services which were provided prior to any Court order for provision of those services (e.g. counseling by a private therapist prior to court order/authorization) without the consent of the Department.

## PROCEDURE

In cases in which **the social worker** is recommending a plan that includes the provision of services, the worker should identify who is responsible for payment of the resource or service (see related Policy on Court Reports). The worker should consider the ability of the parent/client to pay for the service, availability of insurance coverage, etc. in making that recommendation. The worker may request that the parent complete financial statements to review prior to making such a recommendation.

In cases in which the request comes from **another party** (e.g. parent, attorney, GAL, SPD, etc.) consideration should be given by the court to the necessity of ordering the Department to pay for the cost of the desired services. Parties anticipating such a request should file a motion with the court (copy to HSD Corporation Counsel's Office, 1202 Northport Drive) at least **five** working days prior to the court's consideration of the motion. This motion may be considered in conjunction with other pending actions scheduled for the child or may be set on as a separate hearing by the court. In either case this will allow the Department to attend and have some input into the motion under consideration.

In all cases, unless otherwise determined by the Court (for therapeutic reasons) or required by statute, the parent(s) will be expected to contribute to the cost of services based on their ability to pay.

## RATES OF PAYMENT

Unless otherwise specifically ordered by the Court, payment for services ordered by the Court shall be at rates recommended by the Clerk of Courts with approval of the Judges. Parties providing services to the Court should be made aware of these rates prior to commencing work, and no party shall represent a different rate of payment to a provider unless otherwise approved by the Court.

For services provided and/or paid for by the Department, Department policy provides that reimbursement for unfunded (non-contracted) court-ordered services (most often counseling, therapy, etc.) be made at the current Medical Assistance rates.

## EXCEPTIONS/COMMENTS

Since MA rates (or those established by the Clerk of Courts) may be lower than usual and customary rates, some providers may not "accept" the MA rate, and the court may consider whether there is sufficient reason to order payment above/beyond those rates in order to maintain the level and quality of treatment necessary to meet the child/family's needs. In some cases, it is possible to arrange for a different provider without having a negative affect on the treatment. In others, the nature of the therapeutic relationship or the special needs of the child/family may outweigh the financial considerations. In any case, the court **should not** order payment above the established rates without clear indication that such payment is essential to the provision of services to the child/family or the court. Orders exceeding these rates may be appealed by the Department by the filing of a Motion with the Court.

Note: This policy is **not** related to the need for interpreters, language or sign, or other accommodations as may be required by the Americans with Disabilities Act.

JUVENILE COURT  
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**OUT OF STATE TRAVEL BY CHILDREN IN SUBSTITUTE CARE**

POLICY

Juveniles placed in alternate care (foster home, group home, child caring institution, relative's home, etc.) pursuant to an order by the Dane County Juvenile Court and under the supervision of the Department may travel, for 14 days or less, out of the State of Wisconsin within the continental United States when accompanied by appropriate adults responsible for care of the children, provided that the foster parent, group home, CCI, or other placement as been notified by the Department, the Social Worker has determined the circumstances and length of the visit, and the Social Worker does not object to the out of state travel.

PROCEDURE

Persons responsible for the physical care and/or supervision of the child or other party initiating the travel request must obtain permission from the Department Social Worker prior to commencing the travel.

If the request exceeds the 14 day limit, the Social Worker shall write a letter of explanation to the Court requesting approval (including an outline of destination, supervising party, dates of departure/return, etc.), and that approval must be granted by the Court prior to departure.

EXCEPTIONS/COMMENTS

None



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**USE OF SANCTIONS**

**POLICY**

In many cases, the use of the Sanctions process (whichever sanction is chosen) can be an effective “tool” to help support and reinforce a supervision plan for juveniles adjudged delinquent that ensures community protection, reinforces the juvenile’s completion of their obligation to the victim or community, and enhances their involvement in skill-building activities. The use of sanctions will also reinforce the authority of the court by providing a consequence for failure to comply with court orders.

Social workers are encouraged to consider the use of sanctions to reinforce a supervision plan whenever a juvenile is violating the terms of the court order. If the worker determines that the use of sanctions is necessary to maintain the integrity of the court or that it may effectively assist in reinforcing a supervision plan, information should be provided to the assigned District Attorney or a Sanctions Motion should be filed with the assigned Judge as soon as possible. The Juvenile Judges will give high scheduling priority to Sanctions Motions to reinforce the idea that it is important to respond promptly to violations of court orders.

**GUIDELINES FOR SANCTIONS**

The following are suggested guidelines for the use of the Sanctions process. However, each case will present unique circumstances that must be considered from the point problems arise up through any actual imposition of sanctions:

1. The use of sanctions is not the only method the social worker may use to promote a juvenile’s compliance with the condition of the court order. Depending on the nature of the supervision plan and the non-compliance, a social worker may take other steps to obtain compliance. In many cases, however, the prompt use of sanctions will be necessary to promote community safety, accountability, and compliance with other aspects of the court order.
2. Timeliness is important. While there are situations in which a delay between problems arising and the filing of a sanctions motion or between filing and hearing may be strategically used by the Social Worker to encourage compliance, in most cases information and/or sanctions motions should be forwarded/filed as soon as possible after the problem occurs.
3. The use of Sanctions may only be applied to violations of rules of supervision contained in the original court order. There are often multiple expectations placed on juveniles, all of which may be legitimate, but some prioritizing should occur so that sanctions are utilized for key components of the plan. Social Workers should

consider, however, whether the failure to respond to a minor rule violation will with that particular juvenile serve to encourage other rule violations.

4. In making recommendations for the imposition of sanctions, either in writing as part of the motion/information or verbally at the time of a hearing, the Social Worker and/or DA making the request should provide their rationale for why the recommended sanction is being suggested, which should include an explanation of why other possible sanctions are not seen as being effective.
5. Sanctions should generally be used to help support and reinforce a juvenile's participation in a balanced supervision plan. The use of sanctions is generally not seen as a "stand alone" punishment/consequence in and of itself. Rather, the use of the Sanction process is most useful when an adequately prepared supervision plan is in place and there is reason to believe that the use of sanctions will enhance the likelihood of a juvenile's compliance with the necessary aspects of the plan.

## PROCEDURE

### I. Filing the Motion

Either the worker or the District Attorney may file a Sanctions Motion. If the circumstances of a particular case demand a very prompt response, generally the worker should file directly with the assigned court. A Sanctions Motion must refer to the provision of the dispositional order that is alleged was violated and include a brief description of the facts constituting the violation.

### II. Scheduling the Hearing

A. When the Social Worker files the Sanctions Motion with the assigned court, he/she shall notify the clerk of the degree of urgency of the situation. The clerk will schedule a hearing as soon as possible, but no sooner than 72 hours from filing unless another matter concerning the same juvenile is already scheduled. Clerks shall give high calendar priority to scheduling hearings on Sanctions Motions taking account of the degree of urgency conveyed by the Social Worker. The date assigned by the Clerk will determine who is responsible for notice, as provided below.

B. A Sanctions Motion based upon a new law violation will not be separately scheduled, unless good cause is shown, but instead will be calendared at the time proceedings on the new petition are set.

C. If the Social Worker notifies the Clerk that the matter is urgent and the Clerk is not able to schedule the hearing within 14 calendar days of filing even after giving the matter high calendar priority, the Clerk may schedule the matter to be heard by the Court Commissioner on the first occasion more than 72 hours after filing that the commissioner may hear the matter. The Clerk shall be responsible for notice when a hearing is set before the Commissioner, as provided below.

### III. Notice

A. If the hearing on the Sanctions Motion is set before the Judge on a date seven (7) calendar days or longer after filing, the court shall provide notice by mail. If the hearing is set in fewer than seven (7) days, the clerk shall provide the Social Worker, if requested, with the names of all persons entitled to notice; and the Social Worker shall notify all persons entitled to notice personally, by telephone or by fax, and shall provide a copy of the Sanctions Motion to the juvenile and his/her attorney and to the District Attorney.

B. If the hearing on the Sanctions Motion is set before the Commissioner, the Clerk shall obtain the date from the Commissioner and shall cause all notices to be provided in accord with the foregoing time determinations. The Clerk shall also send mail notices for the earliest possible Hearing de novo date on the assigned Judge's calendar for use under the following Commissioner procedure.

### IV. Commissioner Procedure

A. The Commissioner is authorized to conduct hearings on Sanctions Motions when the Social Worker believes the matter is urgent and the assigned Judge's Clerk is not able to schedule the hearing on the Judge's calendar in less than 14 calendar days.

B. In the event the Commissioner determines that there has been a violation of the court's order and that a sanction should be imposed, he or she shall complete a Sanctions Order form and sign it below the Judge's signature line. The Commissioner shall also notify the juvenile and his/her attorney that they have the right to a Hearing de novo before the assigned Judge so long as it is requested on a form to be provided by the Commissioner before the conclusion of the hearing. The Commissioner shall cause his/her recommended Order and any request for Hearing de novo, if filed, to be delivered to the assigned Judge; and shall, if the juvenile requests a Hearing de novo, remind him/her of the date for such hearing previously provided by the Court.

C. If no request for a Hearing de novo is made, the recommended Order shall become immediately effective, subject to the Judge's right to rescind the Order by not signing it. If a request for a Hearing de novo is made, the recommended Order shall be stayed until the hearing is held before the Judge.

D. If no request for a Hearing de novo is made, the Judge shall review the recommended Order as soon as possible and shall, if he/she believes its terms to be appropriate, sign it and cause copies to be mailed to the juvenile, the juvenile's attorney, the District Attorney and all others that the Judge deems appropriate.

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**COLLECTION OF BIOLOGICAL SAMPLES FOR DNA DATABANK**

POLICY

Pursuant to 938.34(15), the court shall order juveniles adjudicated delinquent on the basis of a violation of §940.225 or 948.02(1) or (2) or 948.025 to provide a biological specimen to be submitted to the state crime laboratory for DNA analysis and inclusion in the DNA Databank. Juveniles adjudicated delinquent on the basis of any violation under Ch. 940, 944, or 948, or §943.01 to 943.15 **may** be ordered by the court to provide a biological specimen.

PROCEDURE

In order to accomplish this process in the most efficient manner, the following procedural steps should occur:

1. If ordered to submit a biological specimen pursuant to a court order under §48.34(15), the court shall direct that the juvenile report to the Juvenile Reception Center to provide the necessary sample. The court may direct the juvenile to do so immediately following the hearing or provide up to 14 days for the juvenile to so report. Reception/Detention Center staff will be available to collect the sample between **8:00 a.m. and 8:00 p.m. Monday through Friday**. Juveniles may not report for collection of the sample at any other times unless authorized by the JRC or Detention Supervisor. (note: if the juveniles is already in secure custody and/or continued in secure custody, the sample will be collected prior to their release).
2. The court branch entering the order should complete a "checklist" order form for the juvenile to bring with them to JRC so JRC can verify the order was entered. If the juvenile is not going to be immediately reporting to JRC, the court should send a copy of the checklist order to JRC. JRC will file the order and have a mechanism in place to track that the juvenile subsequently reports. If, at the end of the time provided by the court the juvenile has not reported for sampling, JRC will send written notice of non-compliance to the District Attorney, with a copy to the juvenile's attorney.
3. Upon reporting to JRC, staff will verify the identity of the juvenile (through some form of identification, verification from a parent, perhaps brought to JRC via Social Worker, etc.) and then proceed to collect the sample (takes about 5 minutes). JRC will maintain a log listing the names, dates, and times of collected samples.
4. JRC will forward the sample to the state crime lab in the pre-packaged, pre-stamped envelopes provided by the crime lab.

Juveniles will not be assessed (as are adults) the \$250 fee to pay for the DNA program.

JUVENILE COURT  
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**PERMANENCY PLAN REVIEWS**

POLICY

Pursuant to §48.38(5) or §938.38(5) a review of the permanency plan for any child placed outside of the home will be conducted at least every 6 months.

Effective January 1997, the permanency plan reviews for children placed out of home will be conducted as follows:

- For **all** children under age 3 **and** for **any child for whom a TPR is considered to be a possible or likely outcome**, the **Judge** will conduct the initial 6 month review and all annual reviews at the time of any concurrent extension. Subsequent 6 month reviews may be conducted by the commissioner if so directed by the Judge.
- For children **ages 3-17** not included above all annual review(s) will be conducted by the **Judge** concurrent with any extension. Intervening 6 month reviews will be conducted by a panel designated by the Department of Human Services.

PROCEDURE

Required notices for all reviews conducted by the Court will be sent by the Court. Requests for Permanency Plan Reviews by the court must be made 60 days prior to the date needed for the review to provide sufficient time for scheduling and noticing of parties. For reviews conducted by the panel designated by the Department, the Department is responsible for sending required notices to parties.

COMMENTS/EXCEPTIONS

The court may, in any case set for review by the panel under the guidelines above, direct that any/all subsequent reviews be conducted by the court rather than the panel.

JUVENILE COURT  
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**SEX OFFENDER REGISTRATION**

POLICY

Pursuant to §938.34(15m) if a juvenile is adjudicated delinquent for a violation of §940.225(1), (2), or (3), 944.06, 948.02(1) or (2), 948.025, 948.05, 948.055, 948.06, 948.07, 948.08, 948.11, or 948.30 or of ss. 940.30 or 940.31 (if victim a minor and child not the victim's parent) the court shall require the juvenile to comply with the reporting requirements under §301.45 unless the court determines, after a hearing on a motion made by the individual, that the individual is not required to comply under §301.45(1m). For other violations of Chapters 940, 944, 948 or of ss. 943.01 to 943.15, the court **may** require the juvenile to comply with the reporting requirements under §301.45 if the court determines that the underlying conduct was sexually motivated in nature and that it would be in the interest of public protection to have the juvenile report.

PROCEDURE

Responsibility for implementation of a procedure in which juveniles report as required is with the Department of Human Services. However, to facilitate the efficient registration of offenders as required by statute, at the time of disposition in the above circumstances, the juvenile should be directed to go (accompanied by his/her social worker) to the Juvenile Reception Center to complete the initial registration requirements. The branch should send a copy of the "checklist" order form with the juvenile and/or worker indicating which/both of the requirements are to be met.

COMMENTS/EXCEPTIONS

This process is similar to the DNA testing requirement(s) in which the juvenile should come directly to Reception Center for purposes of completing the necessary registration forms. However, since portions of the registration require the supervising "agent" to provide certain information to the juvenile, the social worker for the case must also come to JRC and complete their portion of the document. Upon completion of that portion, JRC/Detention staff will assist the juvenile in completing the remaining portions of the form and mailing them to the appropriate parties.

If, for whatever reason, the process is not completed at JRC, JRC will notify the worker to remind them to follow up with completion of registration. If, for some reason, a worker and/or juvenile/parent are not able to come to JRC to complete this, the social worker is fully responsible for completion of the registration within 10 days.

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**IMPOSITION OF SANCTIONS**

POLICY

At the time of entering a sanctions order that includes the juvenile serving a period of days in Detention, the Court may stay all or a portion of that order and delegate a decision on the "lifting" of the stayed order to the department providing supervision for the juvenile under the procedures outlined below.

PROCEDURES

At the time of entering a "stayed" order imposing a stay in detention at the discretion of the social worker providing supervision to the juvenile the court should clearly indicate to all parties that that discretion has been granted. Parties may request specific language be added to that order, and the court may include specific language related to the exercise of the discretion by the social worker. The order shall include information as to who may impose the sanctions, for how long the sanctions may be imposed, and a "termination" date for that portion of the sanctions order. (A copy of the order form that should be used for this purpose is attached).

To implement the imposition of sanctions:

1. A copy of that sanctions order must be sent to Juvenile Reception Center by the Court.
2. If a social worker wishes to impose the sanction(s) (that is "lift the stay" of the serving of detention days) he/she should verbally notify Juvenile Reception Center of the decision and arrangements that have been made for the juvenile to report to JRC for intake and holding in Detention. As part of that conversation, JRC will document , the nature of the violation(s) upon which the social worker is basing their decision, and information related to the serving of the sanction (e.g. length of time, start date/time, etc.). If the worker accompanies the juvenile to JRC for the purpose of imposing the sanctions, the worker should complete the required information.
3. A copy of the information obtained above will be forwarded to the Court file, the District Attorney's Office, and the Office of the State Public Defender.

Upon receipt of that information or upon other notice that their client has been placed in Detention, the juvenile's attorney may request that a review of the social worker's decision be conducted by the Judge issuing the sanctions order. The request for that review should be made to the branch, and that hearing should be conducted within three working days of the request. The requesting party is responsible for notifying other parties (District Attorney, social worker, parent(s), JRC) of the hearing time and date.

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**EXPUNGEMENT OF RECORD**

POLICY

Pursuant to §938.355(4m) a juvenile who has been adjudged delinquent may, on attaining 17 years of age, petition the court to expunge the court's record of the juvenile's adjudication.

Expungement will not be approved if the juvenile, even though he/she has reached age 17, is currently under Juvenile Court jurisdiction/supervision.

Expungement will only be approved in exceptional circumstances in which the juvenile/adult making the request demonstrates through course of conduct and/or provision of other information that it is in both the best interests of the juvenile and the public that their juvenile record be expunged.

PROCEDURE

The juvenile may request expungement on a form provided by the Court and available from the Juvenile Court Commissioner Clerk or online at [www.wicourts.gov](http://www.wicourts.gov). The Petition to Expunge the record should be filed with the current Juvenile Court Judge most recently entering any order on the case. If the most recent juvenile orders were entered by a judge not currently serving as a juvenile judge, the Petition should be filed with the Juvenile Court Commissioner Clerk. In these cases, the Juvenile Court Commissioner will review the request, approve as appropriate, or schedule for a hearing at their discretion.

If approved/denied by a Judge, the branch staff will prepare the order, docket the case, and (if approved) forward the file and order to the designated Clerk of Courts staff member who will be responsible for expunging information from the CCAP system. If approved/denied by the Commissioner, the Juvenile Court Commissioner Clerk will perform the above, including sending the file to the designated Clerk of Courts staff for deletion from the CCAP system.



JUVENILE COURT  
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**EARLY TERMINATION OF SUPERVISION**

POLICY

Any party to an order of supervision entered under §48/938 may request that the court terminate supervision at a point in time earlier than that originally ordered.

PROCEDURE

The party requesting early termination should follow the requirements for a Revision of Dispositional Order (§48.363 or §938.363), including:

- Providing to the Court Branch what new information the Court should consider in making a decision. The information provided should include a statement related to the impact of the proposed change on the victim.
- Requesting that a hearing be scheduled **unless** written waivers of objection to the revision are included from the child, the child's parent/guardian/legal custodian, all parties bound by the dispositional order and the district attorney or corporation counsel.

Additionally, if the revision is to be accomplished by waiver of objection from the parties noted, the requesting party should prepare an order for signature that revises the dispositional order. The signed order and file will be sent to the Juvenile Court Commission Clerk for docketing and distribution of order(s).

If a hearing is held, the court shall notify the above parties at least three days prior to the hearing.

EXCEPTIONS/COMMENTS

Note that the request and related waivers/order must include all relevant petition numbers for which the request is being made.

A request for early termination should not be made if there is outstanding restitution owed to a victim.