

FAMILY FOLDER ORGANIZATION

LEFT SIDE (LEGAL SIDE)

(Top to bottom) TO BE DONE IN PACKET FORM BY PETITION (Except for docket sheet)

1. DOCKET SHEETS (MUST BE KEPT UP TO DATE)
2. ADJUDICATION SHEETS
3. COURT ORDERS (PROBATION/SUPERVISION, CLINICAL, ERC, EM,
HOME CONFINEMENT, etc.; most current on top)
4. PETITIONS*
5. ARREST REPORTS
6. POLICE NARRATIVE
7. WORK SHEET
8. WAIVERS and UNSIGNED DETENTION ORDER

*SUPPLEMENTAL PETITIONS SHOULD BE PLACED ON TOP OF THE ORIGINAL, IN REVERSE CHRONOLOGICAL ORDER

RIGHT SIDE (SOCIAL SIDE)

(Top to bottom)

1. FACE SHEET
2. SUPERVISORY MEMORANDUM
3. CASE CLOSING REPORT FORM
4. YASI WHEEL
5. CASE PLAN ADDENDUM
6. CASE PLAN (#'s 4 – 6 should be kept in packet form with the most recent packet on top)
7. FIELD PROBATION OFFICER MONTHLY CASE LOGS -Reverse chronological order
8. SPECIALIZED DIVISION CASE LOGS – Reverse chronological order
9. CORRESPONDENCE

(Can be done in reverse chronological order or grouped by type of report)

- Letters, hospital records, counseling reports
 - Home Confinement, ERC and EM reports
 - ASA Victim Witness Questionnaire
 - COPY of SIGNED release of information form
 - COPY of referrals made (community service, TASC, etc.)
 - IEP materials, school reports
 - Administrative Sanction sheets
 - Station adjustments
 - DCFS reports, placement reports
 - Buccal Swab forms
 - Sex Offender Registration forms
10. JUVENILE COURT CLINIC REPORTS/CLINICAL SERVICES
 11. COPY OF BLUE MAYSII FORM
 12. SUPPLEMENTAL SOCIAL(S)
 13. SOCIAL INVESTIGATION(S)

** NOTE: If you receive an old folder, LOGS SHOULD BE PLACED UNDER COURT HEARING WRITE-UPS; SJS SHOULD BE FILED ON TOP OF SUPPLEMENTAL SOCIALS.

ADVOCACY "ADJUDICATION SHEETS" ARE TO BE DISCARDED ONCE THE INFORMATION IS RECORDED ON THE DOCKET SHEET.