

CLIENT FOLDER ORGANIZATION

TAB #1 (LEGAL)

(Top to bottom) **TO BE DONE IN PACKET FORM BY PETITION (EXCEPT FOR DOCKET SHEETS)**

1. DOCKET SHEETS **(MUST BE COMPLETED ON EACH CASE REFERRED)**
2. ADJUDICATION SHEETS
3. COURT ORDERS (PROBATION/SUPERVISION,ERC, EM, HOME CONFINEMENT, etc)
4. PETITIONS*
5. POLICE REPORTS
6. WORK SHEET

***SUPPLEMENTAL PETITIONS ARE TO BE PLACED ON TOP OF ORIGINAL, MOST CURRENT ON TOP**

TAB #2

1. FACE SHEET
2. SUPERVISORY MEMORANDUM
3. CASE CLOSING FORM

TAB #3

1. YASI WHEEL
 2. CASE PLAN ADDENDUM
 3. CASE PLAN
- (ABOVE TO BE DONE IN PACKET FORM, MOST CURRENT ON TOP)**
4. MAYSII 2 SCREENING INSTRUMENT(s)
 5. SEX OFFENDER EVALUATIONS
 6. JUVENILE COURT CLINIC REPORTS

TAB #4

1. MONTHLY CASE LOGS – Reverse chronological order
2. SPECIALIZED DIVISION CASE LOGS – Reverse chronological order

TAB #5

- 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
 - COPY of SIGNED release of information
 - COPY of referrals (community service, TASC, etc)
 - IEP materials, school reports
 - Buccal Swab
 - DCFS reports, placement reports
 - Sex Offender Registration forms

TAB #6

- SOCIAL INVESTIGATIONS, SUPPLEMENTAL SOCIALS **(MOST CURRENT ON TOP)**
POLICE BACKGROUND