

**INSTRUCTIONS FOR COMPLETING CIRCUIT COURT:
JUVENILE DIVISION DEPENDENCY-NEGLECT COVER SHEET (Page 1 of 2)**

The Juvenile reporting form and the information contained herein is intended for statistical purposes only. It shall not be admissible as evidence in any court proceeding or replace or supplement the filing and service of pleadings, orders, or other papers as required by law or Supreme Court Rule. *Authority: Supreme Court Administrative Order Number 8.*

Filing Information: The filing information must be filled out. The clerk shall not accept the petition unless accompanied by this reporting form.

Line 1: Fill in the blank for the County where the petition is being filed and the Judicial District. The Clerk will assign you the case number to fill in that blank.

Line 2: Fill in the blanks for the Judge's name and the appropriate division, if applicable. In a multi-judge county the clerk can tell you the judge and the division. The filing date or the transfer date is the month, day, and year you are filing this petition.

Line 3: Fill in the blank of the juvenile's name as listed in the petition and enter juvenile's birthday including the month, date, and year.

Line 4: Enter the juvenile's social security number and check the appropriate box for the juvenile's sex and race.

Line 5: Check the box that best describes the juvenile's school status.

IF MULTIPLE JUVENILES, ATTACH INFORMATION AS TO EACH JUVENILE CONTAINED ON LINES 3-5.

Line 6: If the petition is a new petition check original. Check transfer only if the petition is being transferred.

Line 7: Indicate any reference to pending cases by inserting the judge's name and case number.

The Clerk or Deputy Clerk shall forward a copy of the filing information on the reporting form to the AOC.

DISPOSITION INFORMATION

Attorney Information: If the juvenile was appointed an Attorney Ad Litem check yes or no. If yes, fill in the blank with the attorney's name. Indicate if CASA appointed on case by checking yes or no. If the parent has an attorney, fill in the blank with the attorney's name and check the box indicating the manner in which the parent/guardian received counsel.

Adjudication Hearing: Enter the date of the adjudication hearing. For the purposes of this form, a "Bench Hearing" is a hearing in which a judge determines the issues of facts and law in a case and a "Plea Hearing" is a hearing where the defendant admits to the allegations in the petition. Enter the date that an order was issued as a result of the adjudication hearing and check the appropriate box that indicates whether the juvenile was adjudicated Dependency-Neglected or whether the petition was dismissed. If the juvenile was adjudicated FINS, check appropriate box that best describes reason for adjudication. Check the appropriate box indicating if an Attorney Ad Litem for the child and attorney(s) for the parents were present at the adjudication hearing.

The person designated by the Juvenile Division Judge shall forward a copy of the reporting form when a disposition order is entered to the Clerk. The Clerk or Deputy Clerk shall sign at the bottom. A signature stamp will suffice. The Clerk enters the date of the disposition. The Clerk shall retain the original reporting form in the case file and shall send a copy of the completed form to the Administrative Office of the Courts in a weekly mailing.

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Additional Court Action: If the court orders any of the following in the juvenile case, please check the appropriate box and enter the hearing and order dates.

Date of Birth/SS #: Fill in the Date of Birth and Social Security Number for each party. Effective 10-98, Public Law 104-193 requires this information in all cases involving support.

Family Information: If the subject matter of the pleading you are filing involves custody, support, or other issue(s) regarding children of the plaintiff/defendant, write the name, date of birth, and Social Security Number of the children involved. Effective 10-98, Public Law 104-193 requires this information in all cases involving support. Add additional sheets if necessary.

Payee: Provide the address of the custodial parent or other person to whom support is paid.

Public Law 104-193 Information: Effective 10-98, Public Law 104-193 requires this information in all cases involving support. Place an "X" in each box that applies. Order of Protection information should identify the party(ies) being protected.