



Crafting New Worlds for Juveniles

Why, Who, Where, When



- 1 Introduction
- 2 Who
- 3 Why
- 4 Where
- 5 When



Administrative Office of the Courts

Faye Shepherd-JUV Division

- Juvenile Justice Specialist
- faye.shepherd@arcourts.gov

Tracy Andrews-CIS Division

- Business Analyst
- Application Support, Supervisor
- tracy.Andrews@arcourts.gov



Administrative Office of the Courts

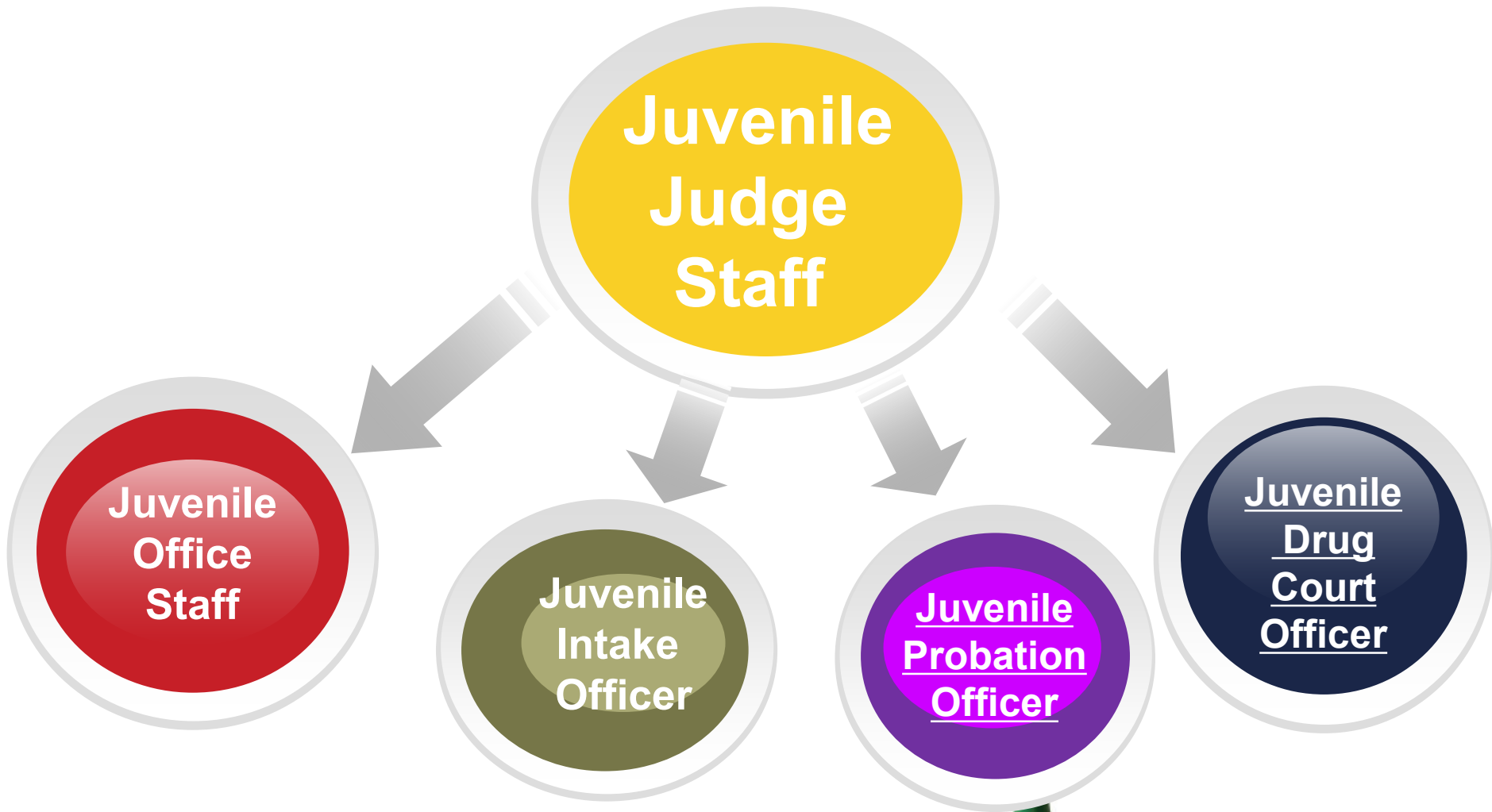
- ❖ Juvenile Staff Accounts
- ❖ Juvenile Assessment Process
- ❖ Juvenile Case Types
- ❖ Case Security
- ❖ Party Types
- ❖ Party Security

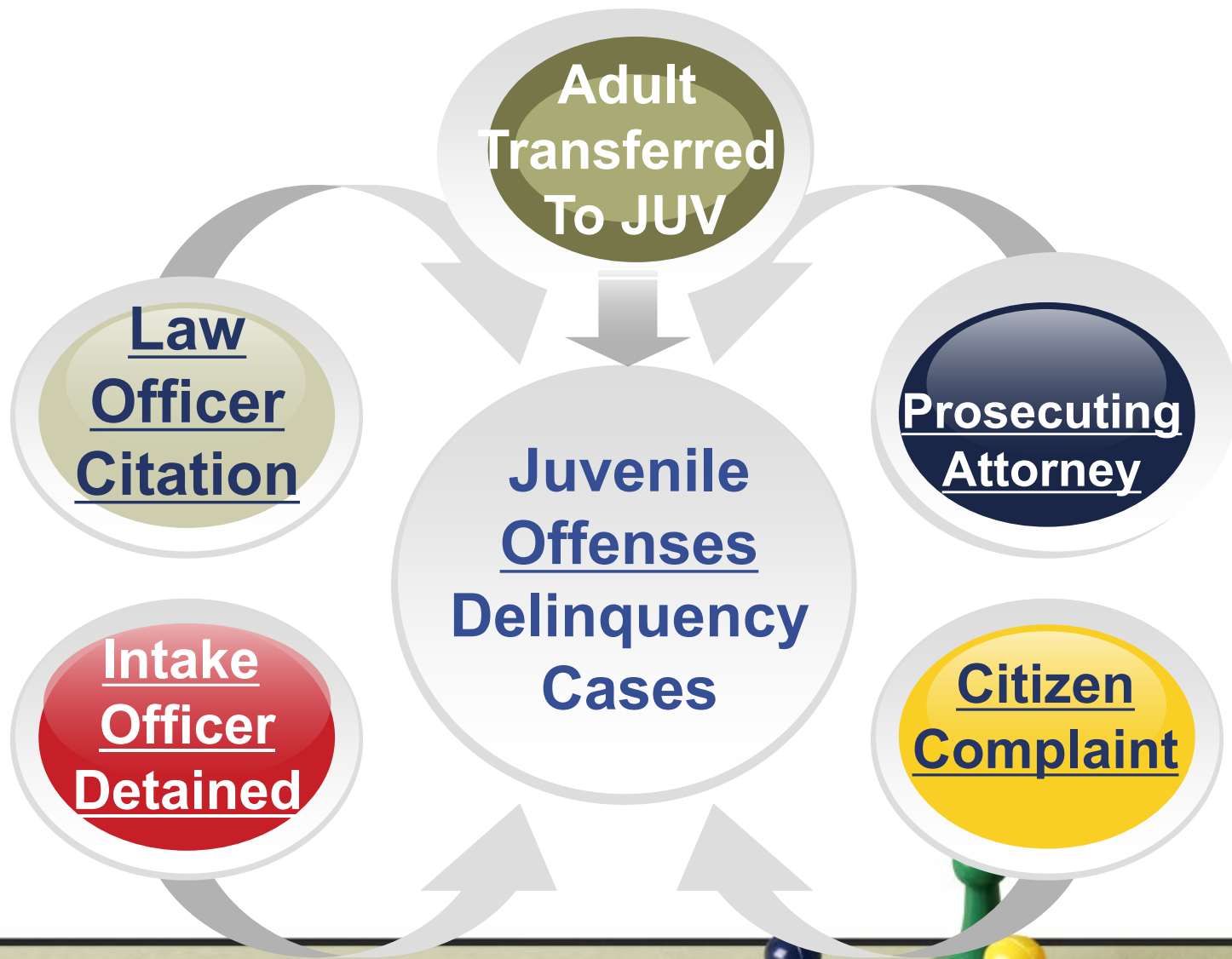


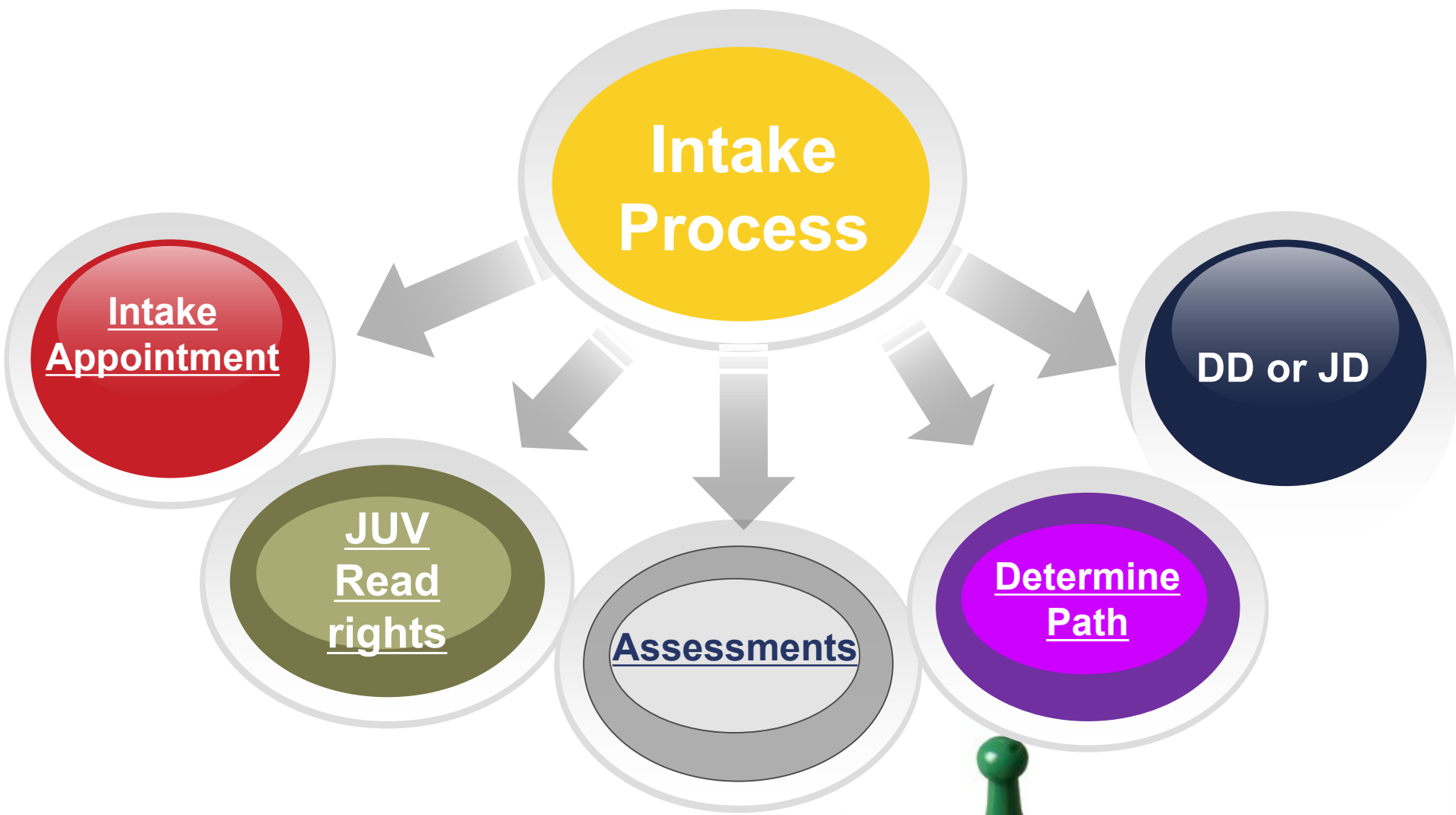
When to Request a Juvenile Staff Account

- ❖ Judge has the required information for the new user.
- ❖ Send an email request to Application Support-Helpdesk: “Request New User Account”
- ❖ Include: New user First, MI, Last Name; position; phone number; email address

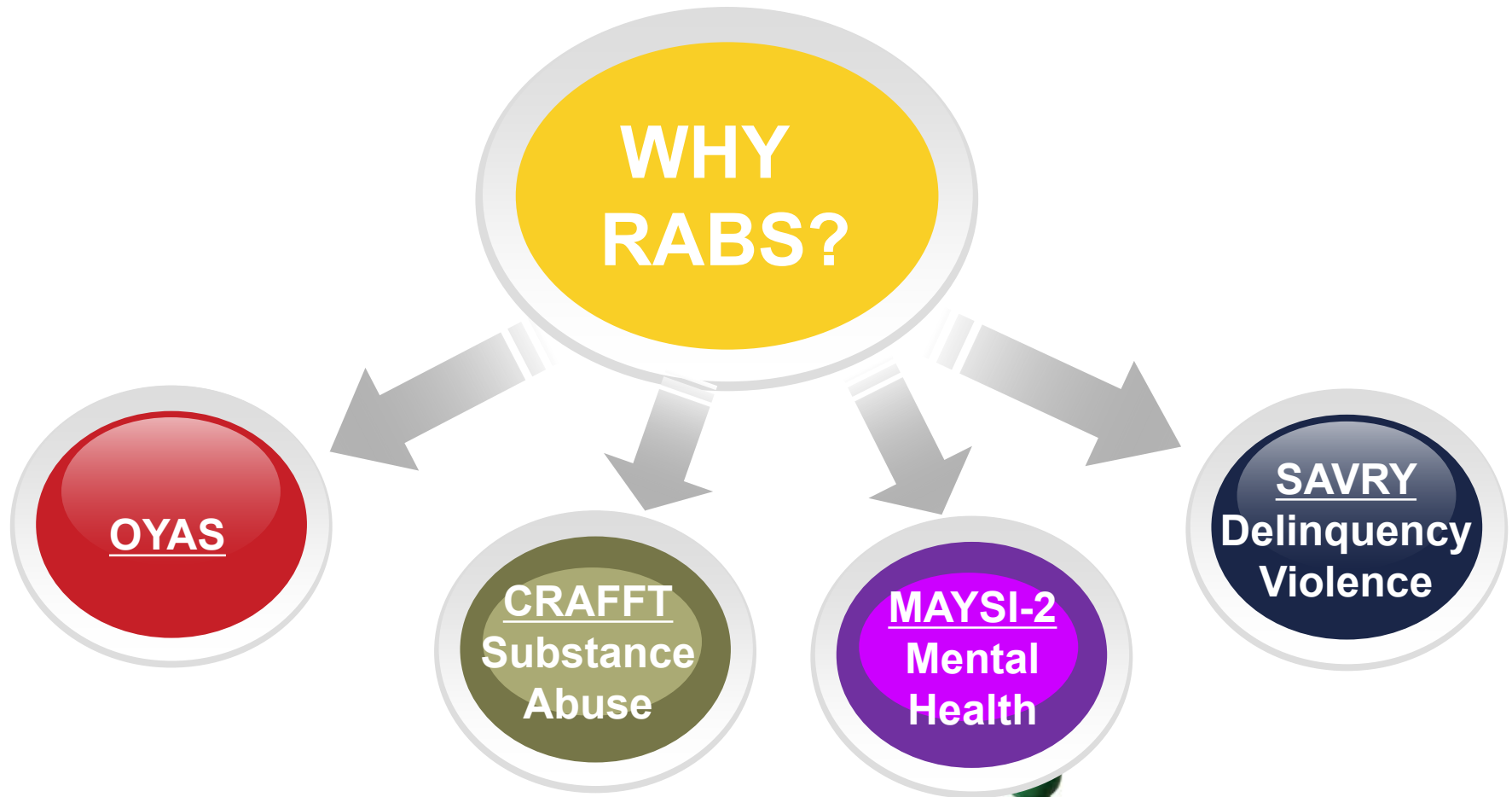








Risk Assessment and Behavioral Health Screening-"RABS"



RABS: Consists of screening tools and Risk Assessment

OYAS

❖ **Ohio Youth Assessment**

- Diversion Tool
- Done at Intake

CRAFFT

❖ **Substance Abuse Assessment**

- Self-reported
- < 5 minutes

MAYSI-2

❖ **Mental Health Assessment**

- 12-17 yr/old
- 10-15 minutes

SAVRY

❖ **Structured Assessment of Violence Risk in Youth**

- Delinquency Assessment

Now it's the Clerk's Turn...

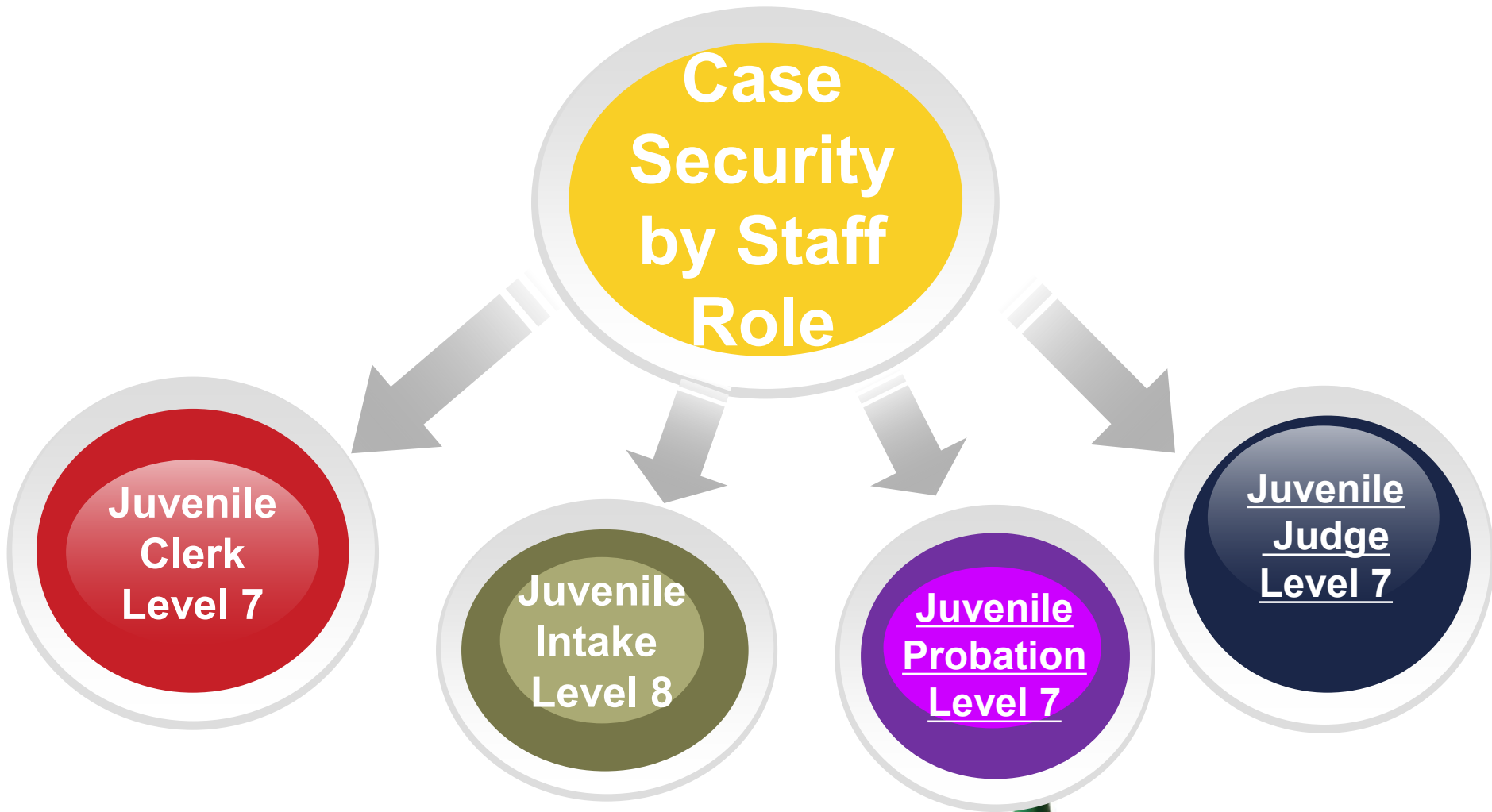
- Juvenile Delinquency Cases
 - **Coversheet is filed**
 - **Case is created**
 - **Case Security is level 7**
 - Only those users with security access can maintain or view the cases.



Now it's the Clerk's Turn...

- Juvenile Delinquency Cases
 - **Case Parties and Demographics**
 - **Party Security determined by Party Type**





File Edit Options Block Field Record Query Help Window

Custom Case Initiation Maintenance (CMAINIT) (HELPDESK)

View Confidential Addr
Attorney Assignment
Master Case Party
Alternative Name
Party
Violation Enhancements
Violation
Doc Tracking (COADTRA)
Recuse Judge
Transfer Judge
Assign Judge
Div/Judge Assoc (CTRDIV)
Open CBAUBPS
Minutes Query (CDIMINU)
Letter (CLALMRG)
Docket (CDADOCT)
Bar Code (CCRESCP)
Pmt Entry (CBAPAYM)
Person/Org Mnt (CPAIDEN)
Party (CDAPRTY)
Case X-Ref (CDACREF)

Court Type: 69 STONE Security: 7 Claim/Value:
Location: CI CIRCUIT Weight: Filing: 09-JUL-2019 16:36:06
Case Type: JD DELINQUENCY Trial: Agency: ☐ Track
Milestone:
Case ID: NEXT JUVENILE EXAMPLE ☐ Image

Party Demographic Short Docket Ltd Event Violation Arr/Cust Traffic Detail Bail Milestones

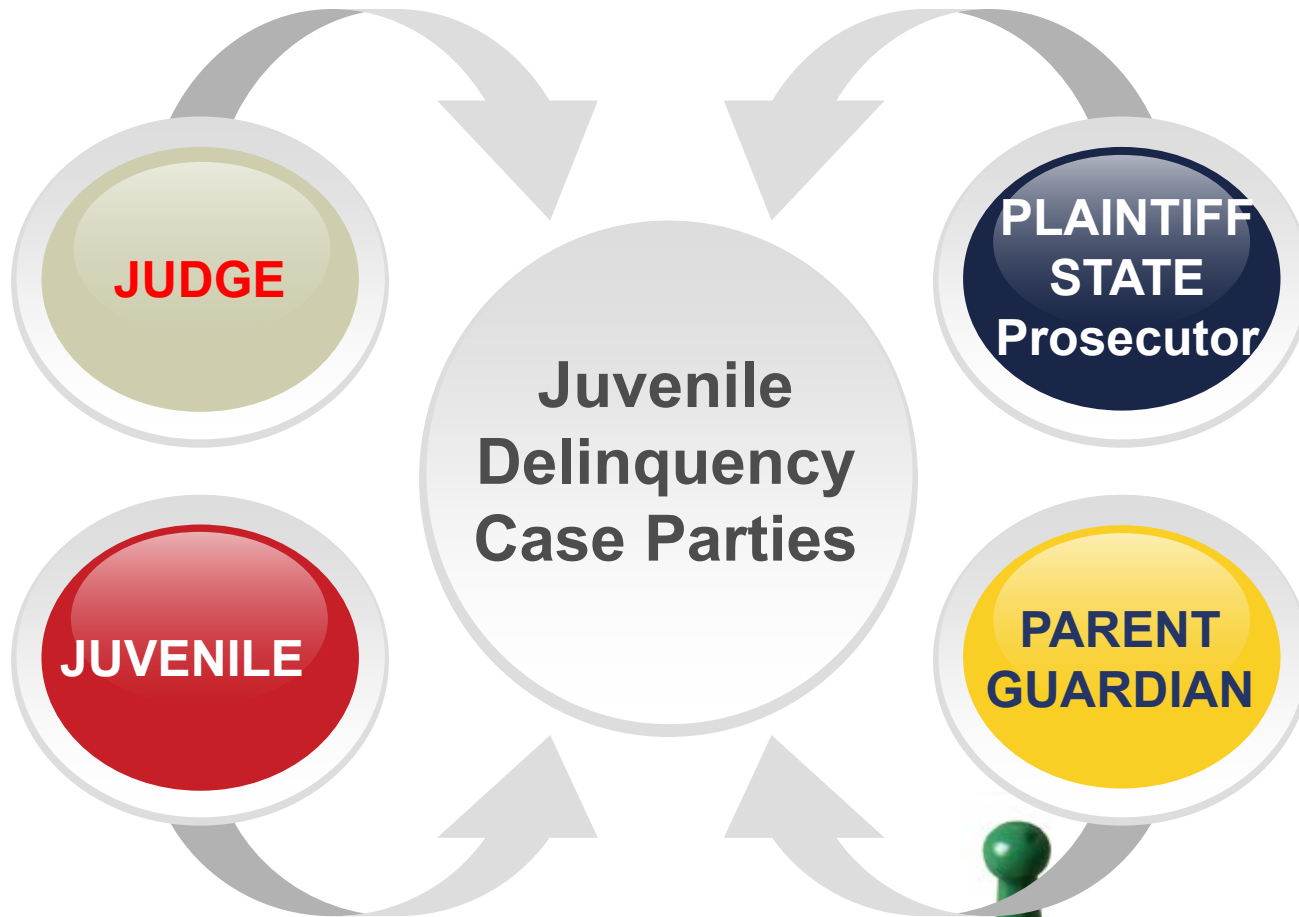
Party Type: J JUDGE Security: 1
ID: ☐ Person ☐ Organization
Last Name:
First Name: Middle Name: Prefix: Suffix:
Address Type: ☐ Confidential Address
Address:
City: State/Prov: ZIP/PC:
County: Phone:
Email:
Party Status: Status Date: Status Time: ☐ Image

Violation
Doc Tracking (COADTRA)
Recuse Judge
Transfer Judge

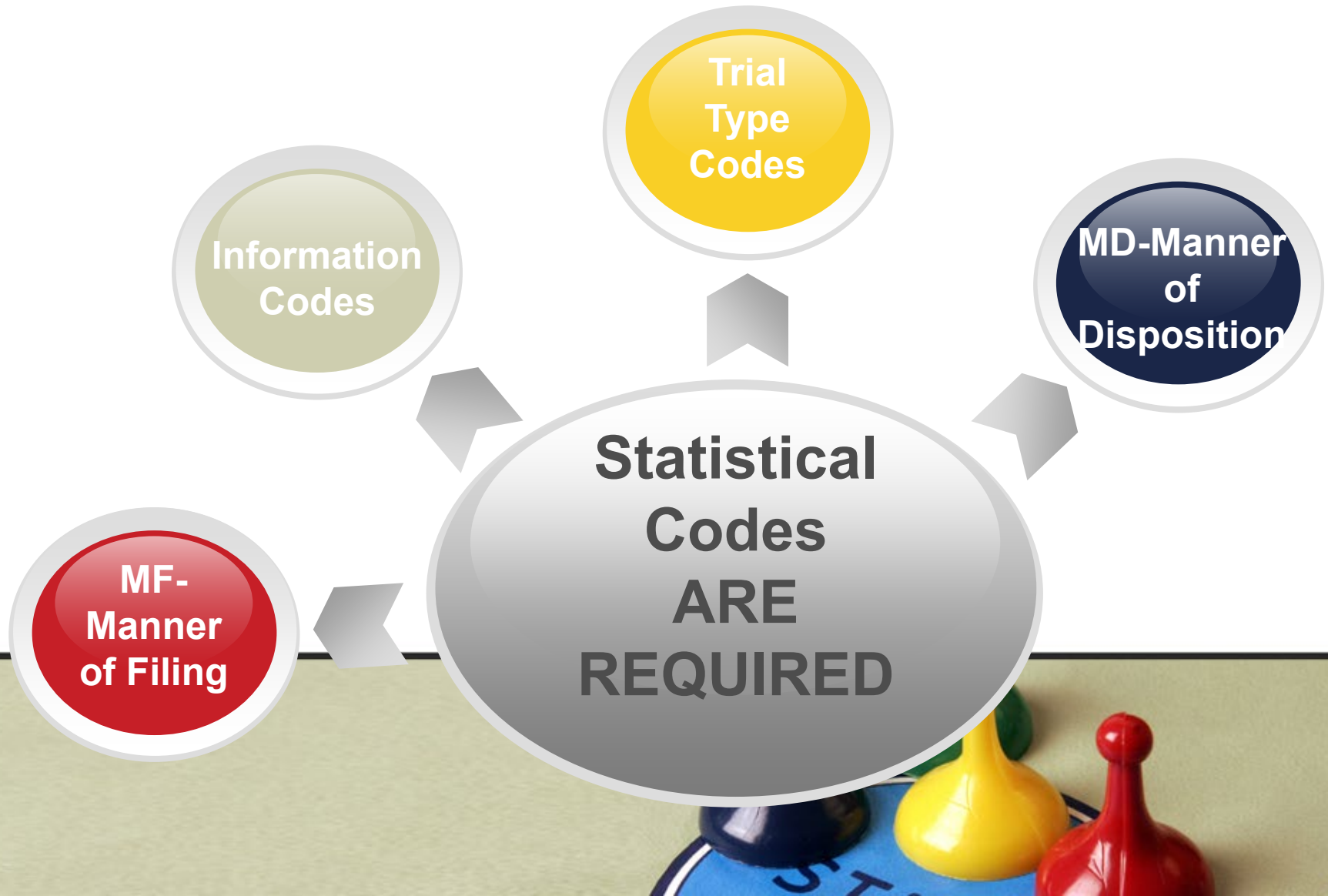
Party Demographic Short Docket Ltd Event Violation Arr/Cust Traffic Detail Bail Milestones

Party Type: JUV JUVENILE Security: 7
ID: ☐ Person ☐ Organization

How do I know which Parties should be on the Case?



Docket Codes; Required or Not?



COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: JUVENILE DELINQUENCY/EJJ

This delinquency/EJJ cover sheet is required by Supreme Court Administrative Order 8 to be completed and filed for every juvenile. The data contained herein 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. Instructions are located at www.courts.arkansas.gov.

County: CMAINIT-TOP BLK **District:** _____ **Filing Date:** CMAINIT-TOP BLK
Judge: CMAINIT-PARTY **Division:** _____ **Case ID:** CMAINIT-TOP BLK

Case Type (select one): ☒ (JD) Delinquency ☐ (EJ) Extended Juvenile Jurisdiction

Is this an amendment? ☐ Yes ☒ No If yes, reason: _____

Does this juvenile have other active cases? ☐ Yes ☐ No Case IDs: CDARELC

Juvenile information			
Last Name	CMAINIT-PARTY	Alias	CPAIDEN-AKA
Suffix		Address	CMAINIT-PARTY
First Name	CMAINIT-PARTY		
Middle Name	CMAINIT-PARTY	City	CMAINIT-PARTY/CPAIDEN
Contexte ID	@ OR DL #	State	CMAINIT-PARTY/CPAIDEN
DLN/State ID	PARTY ID	ZIP	CMAINIT-PARTY/CPAIDEN
SSN	CMAINIT-DEMOGRAPHICS	Custody date	CMAINIT-CUS/ARR
Date of Birth	CMAINIT-DEMOGRAPHICS	Arrest date	CMAINIT-CUS/ARR
Sex	<input type="radio"/> Male <input type="radio"/> Female	ATN	CMAINIT-CUS/ARR-ATN
Ethnicity	<input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic	Was this a school-related arrest?	<input type="radio"/> Yes <input type="radio"/> No
Race	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>	School Status	<div style="border: 1px solid black; height: 1.2em; width: 100%;"></div>
Choose one			
Educational Accommodation	<input type="radio"/> IEP <input type="radio"/> 504 <input checked="" type="radio"/> N/A		
Interpreter needed?	<input type="radio"/> Yes <input checked="" type="radio"/> No Language: _____ Other: _____		

Parent/Guardian 1		Parent/Guardian 2	
Relationship	CMAINIT-PARTY TYPE	Relationship	
Last Name	CMAINIT-PARTY	Last Name	
Suffix	CMAINIT-PARTY	Suffix	
First Name	CMAINIT-PARTY	First Name	
Middle Name	CMAINIT-PARTY	Middle Name	
DLN/State ID	CMAINIT-PARTY ID	DLN/State ID	
SSN	CMAINIT-DEMO	SSN	
Date of Birth	CMAINIT-DEMO	Date of birth	
Address	CMAINIT-PARTY/CPAIDEN	Address	
City, State ZIP	CMAINIT-PARTY/CPAIDEN	City, State ZIP	
Email	CMAINIT-PARTY	Email	
Interpreter needed?	<input type="radio"/> Yes: _____ <input checked="" type="radio"/> No other language: _____	Interpreter needed?	<input type="radio"/> Yes: _____ <input type="radio"/> No other language: _____

COVER SHEET
STATE OF ARKANSAS
CIRCUIT COURT: JUVENILE DELINQUENCY/EJJ

The offenses in the attached information include:

Code #	Offense name/Description	A/S/C	Offense Date	Counts	F/M	Class
	CMAINIT-VIO					

Other Juveniles/Defendants:

Related Case IDs:

CDARELC

Attorney Providing Information: CMAINIT-PARTY Bar #: CMAINIT PARTY ID

Email Address: Phone:

Manner of filing (choose one): (MFO) Original

Date of transfer hearing: CMAINIT-CDADOCT W/ Dkt Text

Was juvenile's attorney present?

☒ Yes ☐ No

If a detention hearing related to this petition has already occurred,

Date of detention hearing (HD60): CMAINIT-CDADOCT W/Dkt Text

Detention hearing outcome:

- | | |
|--|--|
| <input type="radio"/> Continue detention | <input type="radio"/> Release on personal recognizance |
| <input type="radio"/> Release to parent/guardian/custodian | <input type="radio"/> Release to qualified person/agency |
| <input type="radio"/> Reasonable restrictions | <input type="radio"/> Release upon order to appear |
| <input type="radio"/> Release upon bond | |

Was juvenile's attorney present? ☐ Yes ☐ No

- ✓ Want To Find Answers Quickly?
- ✓ Do You Need Updated Material?

The ACAP FAQ Site
SHAREPOINT has answers

<https://arkansascourts.sharepoint.com/sites/FAQ>





Thank You!