

ADMINISTRATIVE OFFICE OF THE COURTS  
STATE OF NEW JERSEY

PHILIP S. CARCHMAN, J.A.D.  
ACTING ADMINISTRATIVE DIRECTOR OF THE COURTS



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**DIRECTIVE # 5-07**

**TO: Assignment Judges  
Family Presiding Judges  
Trial Court Administrators  
Family Division Managers**

[Questions or comments may be  
addressed to (609) 984-0066]

**FROM: Philip S. Carchman, J.A.D.**

**SUBJECT: Family/Juvenile -- Functional Equivalent to Juvenile Pre-  
Disposition Report (PDR) – Standardized Form**

**DATE: July 3, 2007**

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This Directive promulgates for immediate use a new standardized *Functional Equivalent to PDR* (Pre-Disposition Report) form, as approved by the Supreme Court. This standardized form is in furtherance of implementation of the Court's 2004 amendment to Rule 5:24-4(b), *Order of Probation or Commitment*, authorizing the use of PDR functional equivalents.

Preparation of a predisposition report (PDR) is required in cases where a juvenile is committed to a correctional facility. A PDR is a formal and comprehensive document that sets out information gathered by court staff about the offenses with which the juvenile is charged, the juvenile's family, health and schooling, prior record and other information useful to a judge in entering a disposition for the juvenile's case. In some cases, however, there already is a wealth of pre-existing information that could serve as a functional equivalent to the PDR about a juvenile who has been adjudicated delinquent and is pending disposition. Such pre-existing information might include previous PDRs; psychological, psycho-social, substance abuse, psychiatric, or child study team evaluations; needs assessments; Department of Children and Families reports from either the Division of Youth and Family Services (DYFS) or the Division of Child Behavioral Health Services (DCBHS); violation of probation summaries or juvenile intensive supervision reports. Often those pre-existing documents contain the same, or even more, information than does the PDR.

In view of the foregoing and to achieve greater efficiency in the disposition process, the Supreme Court in 2004 adopted an amendment to Rule 5:24-4(b)

that allowed functional equivalents to a PDR to be used in lieu of the formal PDR. R. 5:24-4(b) thus now provides as follows;

*Order of Probation or Commitment.* If a juvenile is placed on probation or is committed, the order of the court shall have attached thereto a memorandum containing such information as may assist the receiving agency or institution in the treatment of the juvenile. Before a juvenile is committed to a correctional institution a pre-disposition investigation and report or other functional equivalent (such as a Juvenile Intensive Supervision Program (JISP) report or a Violation of Probation Summary) shall be made and considered by the court. [Emphasis supplied.]

It is in the judge's discretion as to whether to order a formal PDR or instead to use a functional equivalent. If the judge opts for the latter, the attached *Functional Equivalent to PDR* form must be completed by Family Division staff. The form requires the entry of certain information elements regarding the juvenile, such as personal identifiers and current charges, and provides for the existing report(s) – the functional equivalents – to be attached. Use of the form thus will provide judges with the information needed to enter the appropriate disposition in juvenile cases without unnecessarily duplicating the information gathering process. Additionally, the form, designed in consultation with the Juvenile Justice Commission (JJC), will be used by the JJC in their assessment and planning for the treatment of a committed juvenile.

Any questions or comments about *Functional Equivalents to PDR* or the attached form and its use may be directed to Assistant Director Harry Cassidy at 609-984-0066.

P.S.C.

Attachment: Form – “Functional Equivalent to PDR”

cc: Chief Justice Stuart Rabner  
Hon. F. Lee Forrester, J.S.C.  
Theodore J. Fetter, Deputy Administrative Director  
AOC Directors and Assistant Directors  
Vicinity Chief Probation Officers  
Joanne M. Dietrich, Chief  
Gayle Maher, Chief  
Janis Alloway, Assistant Chief  
Jacqueline Draper, Family Practice Division  
David Tang, Family Practice Division  
Steven D. Bonville, Special Assistant  
Francis W. Hoeber, Special Assistant



**New Jersey Judiciary**  
**Superior Court - Chancery Division - Family Part**  
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**County**  
**Functional Equivalent to PDR**

Party ID Number

Juvenile ID Number

**Party Information**

Juvenile's Name: Last		First	Middle
Alias (AKA)		Date of Birth	Age
Most Current Address: Street		Race	Sex
City	State	Zip Code	
Current Caretaker and Relationship		Telephone Number	
Mother's Name (Last, First, Middle Initial)		Father's Name (Last, First, Middle Initial)	
Address: Street		Address: Street	
City	State	Zip Code	
Telephone Number		Telephone Number	

**Current Offense / Adjudication / Dispositional Information**

Docket Number	Initial Charge(s)	Final Charge(s)	Adjudication or Plea	Disposition
			<input type="checkbox"/> Adj. <input type="checkbox"/> Plea	
			<input type="checkbox"/> Adj. <input type="checkbox"/> Plea	
			<input type="checkbox"/> Adj. <input type="checkbox"/> Plea	
			<input type="checkbox"/> Adj. <input type="checkbox"/> Plea	
			<input type="checkbox"/> Adj. <input type="checkbox"/> Plea	

Date of Plea or Adjudication: \_\_\_\_\_ Date of Disposition: \_\_\_\_\_ Total Credit Days at Date of Disposition: \_\_\_\_\_

**Report Attachments**

**Required Attachments:**

Current Complaint OR  VOP Statement of Charges with VOP Summary including original order of disposition and original complaint on which juvenile was placed on probation

Order of Disposition / Commitment Order     Current FACTS Printout     Previous PDR(s)     Previous JISP Report

Functional Equivalent (one or more of the following, check all attached):

<input type="checkbox"/> Psychological Evaluation	<input type="checkbox"/> Psychiatric Evaluation	<input type="checkbox"/> JISP Updates
<input type="checkbox"/> Offense Specific Evaluation	<input type="checkbox"/> Fire Setter Evaluation	<input type="checkbox"/> Psycho Social Evaluation
<input type="checkbox"/> Needs Assessment	<input type="checkbox"/> Discovery	<input type="checkbox"/> Substance Abuse Evaluation
<input type="checkbox"/> Discharge Report	<input type="checkbox"/> Child Study Team Evaluation	<input type="checkbox"/> DCF Reports
<input type="checkbox"/> Other _____		

**Miscellaneous Information**

Juvenile's Last School Attended	District	Juvenile's Probation Officer: Name	Telephone Number
DCF Information: <input type="checkbox"/> DYFS <input type="checkbox"/> CMO <input type="checkbox"/> YCM <input type="checkbox"/> Contracted Systems Administrator <input type="checkbox"/> None/Unknown			
Significant Health/Mental Health Information:			
Additional Comments:			
Report Prepared by (Sign and Print Name)			Date