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**GLENN A. GRANT, J.A.D.**  
Acting Administrative Director of the Courts


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**Directive #16-19**  
**[Supersedes Directive #01-11]**

[Questions or comments may be  
directed to (609) 815-2900, ext. 55350]

**TO:** Assignment Judges  
Family Presiding Judges

**FROM:** Glenn A. Grant, J.A.D. 

**SUBJ:** Post-Disposition Restitution Procedures in Juvenile Matters

**DATE:** July 30, 2019

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This Directive, approved by the Judicial Council, promulgates uniform procedures to be followed when the court orders restitution in juvenile matters, including those matters in which a judge approves a juvenile referee recommendation for restitution. It supersedes Directive #01-11 and is effective immediately.

The procedures permit the juvenile (in counsel non-mandatory matters heard by a judge and counsel non-mandatory matters handled by a juvenile referee) or counsel for the juvenile (in counsel mandatory matters) to object to the restitution amount within ten calendar days of submission of the restitution report (which is prepared by Family Division staff in counsel non-mandatory matters and by the prosecutor in counsel mandatory matters). The details of the procedures, as approved by the Judicial Council, are as follows:

**Counsel Mandatory Matters**

- For counsel mandatory matters, the prosecutor shall make every effort to include any restitution requirement at the time a plea is entered. In the event that restitution has not been determined at the time of the entry of the plea, the judge hearing the matter in such cases, including those in which the juvenile is incarcerated, shall, at the point of plea/adjudication of delinquency, enter a disposition and order that restitution be submitted by the prosecutor within 30 days.

- If a Pre-Dispositional Report is ordered, the judge shall order the prosecutor to submit the restitution information and a recommendation in that regard to the Family Division for incorporation into the Pre-Dispositional Report.
- The juvenile and the juvenile's attorney shall be advised that if they do not agree with the final restitution amount, they may request a restitution hearing.
- The prosecutor is to submit the completed restitution report to the Family Division, the juvenile, and the juvenile's attorney within 30 days. (As noted below, in counsel non-mandatory hearings before a judge or a juvenile referee, the Family Division will prepare and submit the restitution report to the judge and to the juvenile/parent/guardian within 30 days.)
- Any objection by the juvenile to that report must be filed in writing with the court within 10 calendar days of submission of the report.
- If there is no objection, the judge at that point will enter the restitution order. If there is an objection, the judge will schedule a restitution hearing, after which the judge will make a determination and enters an order.
- Family Division staff will enter the order into FACTS.
- A copy of the order is forwarded to all parties, to Probation and to the Juvenile Justice Commission, when appropriate.

#### **Counsel Non-Mandatory Matters Heard by a Judge or by a Juvenile Referee**

- In counsel non-mandatory matters heard by a judge or by a Juvenile Referee, Family Division staff will prepare the required restitution report, when necessary, and submit it to the court.
- The Juvenile Referee will recommend a disposition to the judge that either reflects the restitution amount agreed to by the parties at the hearing or indicates that a restitution report will be prepared by the Family Division and submitted to the court within 30 days.
- The rest of the procedures for counsel non-mandatory matters heard by a judge or by a juvenile referee are the same as those for counsel mandatory matters, as set forth above, beginning with advising the juvenile that he or she may request a restitution hearing (see above), except that the restitution report is prepared by the Family Division and submitted to the judge, the juvenile, and the juvenile's parent/guardian.

If restitution is ordered on a deferred disposition case, Probation will monitor collection of the restitution amount.

**Editor's Note**

2019 Update -- This Superseding Directive deletes text to clarify the time to submit a restitution report. As revised, a restitution report will be submitted no later than 30 days following disposition of the matter.

4/14/2011 -- Directive #01-11 -- Originally issued by Glenn A. Grant, J.A.D., Acting Administrative Director.

cc: Chief Justice Stuart Rabner  
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