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DIRECTIVE #19-21

[Questions or comments may be
directed to the Family Practice Division
at 609-815-2900, ext. 55350.]

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

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

RE: Family - Juvenile - Standard Juvenile Intake Screening Form

DATE: August 11, 2021

This promulgates for immediate statewide use a standard Juvenile Intake Screening Form (CN 12833), as approved by Judicial Council. The purpose of the form is to assist the court in determining (based on the severity of the charges) whether a juvenile delinquency case should be addressed either by a judge or by a court diversion program. To ensure consistency in that screening, the attached form sets forth the statutory factors that are to be applied when screening a case under N.J.S.A. 2A:4A-71.

More serious matters proceed to a judge for review with legal counsel representing the youth. Less serious matters, in contrast, are referred to court diversion programs, which have the youth and their parent(s)/guardian(s) (1) meet with a group of judiciary volunteers (Juvenile Conference Committee - JCC) or a court staff person (Intake Service Conference)(ISC); (2) referred to a county Family Crisis Intervention Unit (FCIU) for services; or (3) appear before a juvenile referee.

In these court diversion programs, the delinquency charges are addressed without requiring legal counsel for the youth. For matters addressed by JCC or by ISC, the youth and parent(s)/guardian(s) enter into an agreement to resolve the charges, which if approved by the judge, results in the case being dismissed once the diversion is completed successfully. For matters diverted to FCIU, the court enters an order referring the case to FCIU, and the case is dismissed. For matters diverted to a juvenile referee, the referee conducts an adjudicatory hearing and makes a recommendation to the judge for approval. The juvenile referee may find that the youth committed an act of delinquency and recommend a disposition or find the youth did not commit an act of delinquency and recommend dismissal.

Please share this directive and the attached form with your judges and staff.

Attachment: CN 12833 - Standard Juvenile Intake Screening Form

cc: Chief Justice Stuart Rabner
Acting Attorney General Andrew Bruck
Public Defender Joseph E. Krakora
Lyndsay Ruotolo, Director, Div. of Criminal Justice
County Prosecutors
Steven D. Bonville, Judiciary Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Special Assistants to the Administrative Director
Amelia Wachter-Smith, Chief, Family Practice
Michele Walsh, Assistant Chief, Family Practice
Assistant Family Division Managers
Emily Mari, Esq., Staff Attorney, Family Practice Division



New Jersey Judiciary
Juvenile Intake Screening Form

In the Matter of			Docket Number
Juvenile Name		Party ID	Gender
County	Residence	Birth Date	Race
Municipality/Arresting Agency			Age at Time of Offense
Offense(s)			Incident Date
Co-Delinquents/Adult Co-Defendants (if any)			

Screening

Factors considered (N.J.S.A. 2A:4A-71)	Family Court Comments	Prosecutor Comments
Seriousness of alleged offense		
Age and maturity of the juvenile		
Risk that juvenile presents a substantial danger to others		
Family Circumstances		
First Offense		
Prior diversion or referee		
Number of Prior Diversions _____:		
Number Successful: _____		
Charge(s)		
Number of Prior Delinquency Adjudications (Non-VOP): _____		
Most Serious Prior Adjudication (charge, degree, statute)		
Date of Last Disposition _____		
Open or Pending Charges		
Last Disposition Type: <input type="checkbox"/> Diversion (FCIU, JCC, ISC) <input type="checkbox"/> Adjudication		
Input of victim or arresting agency		
Amenability to remedial education (2A:4A-71.1)		
Probation or Deferred status		
Dual status (open FN)		

To Be Completed by Court Intake Screening Staff

Date complaint received by the Family Division:	Initials:	Date complaint docketed by the Family Division:	Initials:
Date recommendation and file forwarded to the Judge:	Initials	Name of Officer Screening Complaint:	
Was Youth in Detention at Time of Screening <input type="checkbox"/> Yes <input type="checkbox"/> No	If Not Diverted (FCIU, JCC, ISC), Why Not?		
Recommendation of the Juvenile Unit (Family Court): Divert: <input type="checkbox"/> FCIU <input type="checkbox"/> JCC <input type="checkbox"/> ISC <input type="checkbox"/> Referee <input type="checkbox"/> Court <input type="checkbox"/> Transfer _____			

To Be Completed by Juvenile Prosecutor Team	
Date complaint received by the Prosecutor's Office:	Initials:
Date screened:	Initials:
Date complaint/recommendation forwarded to the Family Division	Initials:
Recommendation of the Assistant Prosecutor Divert: <input type="checkbox"/> FCIU <input type="checkbox"/> JCC <input type="checkbox"/> ISC <input type="checkbox"/> Referee <input type="checkbox"/> Court <input type="checkbox"/> Transfer _____ <input type="checkbox"/> Dismissal <input type="checkbox"/> Should be Stationhouse Adjustment Prosecutor Consent to Court Intake Diversion Recommendation: ¹ <input type="checkbox"/> Yes <input type="checkbox"/> No (hearing requested) <input type="checkbox"/> N/A	
To Be Completed by Juvenile Judge If There Is a Conflict	
Recommendation of the Assistant Prosecutor Divert: <input type="checkbox"/> FCIU <input type="checkbox"/> JCC <input type="checkbox"/> ISC <input type="checkbox"/> Referee <input type="checkbox"/> Court <input type="checkbox"/> Transfer _____	
Hearing Required with notice to all parties? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Hearing: _____	
Comments 	
_____ Date	_____ Judge's Signature

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