




# SUMNER COUNTY JUVENILE COURT INTAKE PROCESS

How the Sumner County Juvenile Court Manages  
Delinquent/Unruly Cases



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### JUVENILE PETITION REQUEST

Department	Officer	Charge	Offense Date/Time
Juveniles Name	Sex	Race Age	DOB Social Security #
School	Grade	Height Weight	Hair Eye Scars/Tattoos
Father	Custody	Mother	Custody
Address		Address	
City	State Zip	Phone	City State Zip Phone
Petitioners Name		Petitioners Address Phone	
Child is a Resident of What County	Was Child Detained at Juvenile Detention?	Will the DA Be involved?	Interpreter Needed?
Yes No	Yes No	Yes No UNK	Yes No
Victim's Name: Address:			
Phone:			
Restitution:		Victim's parent's name if a minor:	

# PETITION REQUEST FORM

# Intake Office

## 01

Petition Request Forms are transposed into formal Petitions by an Intake Officer (IO).

- The IO will input all information from the Petition Request form into Quest.
- The IO will add an incident and the appropriate filed statute(s) related to the Petition.
- The IO will then add a Petition using the Petition for Delinquent/Unruly Template.

## 02

Intake Officers set one of the following events for either a Youth Service Officer (YSO) or an IO based on the charges from the Petition:

- Preliminary Inquiry Hearing
  - YSO meets with youth and family and seeks to handle case informally if possible.
- Intake Conference
  - IO meets with youth and family to go over necessary paperwork in preparation for a court date. (If an Intake Conference event is set, the YSO also sets a court date before Judge Howard at the same time.)

## 03

Law Enforcement Officers review Petitions and sign, and Petitions are sent out for service with appropriate events scheduled.

- Some Law Enforcement Officers can sign Petitions from their own departments if set up to use Quest.
- Any other Law Enforcement Officer must come to the court to sign.

# Preliminary Inquiry: Rule 201

- Provides for a resolution of Petitions outside of the formal court process
  - *Our court seeks to use Preliminary Inquiries to handle cases “which are not serious enough to require official action under the juvenile court law or which may be suitably referred to a non-judicial agency available in the community.”*
    - Rule 201(a)(1)(C)
- Duties of Designated Court Officer
  - *Interview Petitioner to obtain information about the charge(s) in the Petition*
  - *Conduct an interview with the child and the child’s parents/guardian/legal custodian*
    - *Go through the child’s rights, especially the right to appointed counsel*
  - *All discussions during Preliminary Inquiry are confidential and cannot be shared with the court until there is a dispositional hearing*
  - *Decide to handle the case in whatever manner is most appropriate for the child and family*

IN THE JUVENILE COURT OF SUMNER COUNTY, TENNESSEE

IN THE MATTER OF:

Case No. 83SCJ-2022-JR-385

A child under 18 years of age  
(at the time of the offense)

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STATEMENT OF RIGHTS

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Appearing before the Juvenile Court, you have the following rights:

1. The right to be present during the hearing of this case.
2. The right to present my own testimony.
3. The right to have witnesses subpoenaed.
4. The right to cross-examine witnesses against me.
5. The right to have an attorney at each stage of the proceedings against me.
6. The right to appointed counsel.
7. The right to remain silent.
8. The right to not incriminate myself.
9. The right and method for appeal and time requirements as to appeal.
10. To know the maximum penalties the Court may impose.
11. The right to plead "Not Guilty".
12. If a plea of "Guilty" is entered, the only evidence taken will be for the purpose of verifying the plea and for disposition (sentencing) purposes.
13. If a plea is entered acknowledging guilt, I may be asked questions by the Court concerning the conduct.
14. Prior findings of delinquent or unruly behavior may be used against me in determining treatment of rehabilitation at disposition.
15. There must be some factual basis for a guilty plea entered.
16. The plea must be voluntary and independently made.
17. If I plea guilty or no contest I waive my right to appeal the adjudication (plea). If the plea includes an agreement as to the disposition (sentence), I also waive the right to appeal the disposition (sentence).
18. The right of access to the recording of the hearing(s).

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WAIVER OF ATTORNEY

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I am waiving my right to an attorney and understand that:

1. I understand the charge(s) against me and what they mean.
2. I know that I have the right to get help from a lawyer about the charge(s) against me. If I choose not to get help from a lawyer now, I have the right to get help from a lawyer later while my case is still open.
3. I know that if I cannot pay for a lawyer, the Court will get me one for free.
4. I had the chance to ask questions about my right to get help from a lawyer. All my questions were answered.
5. I do not want a lawyer right now.

\_\_\_\_\_  
Child's Signature

11/17/22  
Date

\_\_\_\_\_  
Parent, Guardian, Legal Custodian's Signature

11/17/22  
Date

# Cases Eligible for Preliminary Inquiry

Driving Offenses  
(excluding DUI and  
Leaving the Scene of an  
Accident where an  
identifiable victim is  
involved)

Simple Possession of  
Schedule VI (first-time  
offenders)

Possession of Drug  
Paraphernalia (first-time  
offenders)

Possession/Consumption  
of Alcohol (first-time  
offenders)

Public Intoxication (first-  
time offenders)

Shoplifting (first-time  
offenders)

Unruly cases (this  
includes In-State  
Runaways and Tobacco  
cases)

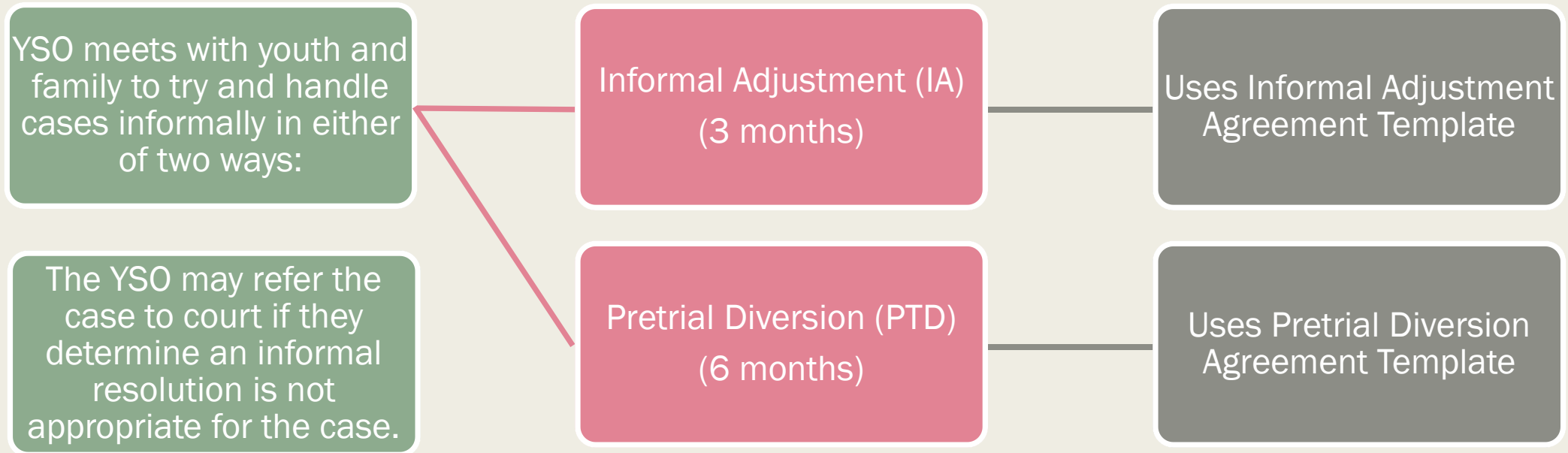
Inappropriate Use of a  
Telecommunications  
Device (after screening by  
District Attorney)

Disorderly Conduct (if no  
violent conduct is  
involved)

Criminal Trespass

Vandalism (if no  
restitution is asked for)

# Preliminary Inquiry



# IA and PTD Agreement Templates

**IN THE JUVENILE COURT OF COUNTY, TENNESSEE**

IN THE MATTER OF: Case No.

A child under 18 years of age  
(at the time of the offense)

CHARGE(S):

**INFORMAL ADJUSTMENT AGREEMENT**

In accordance with Rule 201 of the Tennessee Rules of Juvenile Practice and Procedure, an informal adjustment is requested in this case.

1. The child and the parent, guardian or legal custodian agree to the juvenile court officer informally adjusting this case - this is voluntary.
2. The child and the parent, guardian or legal custodian have been advised of the child's right to legal counsel and if they cannot afford one, one will be appointed.
3. The child has a right to remain silent and any statements made by the child will not be admissible in any proceeding prior to a dispositional hearing.
4. The juvenile court officer may terminate the informal adjustment and request dismissal of the charges at any time.
5. If the child successfully completes the informal adjustment program, the complaint will be closed and no further action taken by the Court. If a petition/citation has been filed, the petition/citation shall be dismissed with prejudice. After one (1) year the child may file a motion with the Court to expunge the informal adjustment case at no cost. A motion for expunction may be filed prior to one (1) year under certain circumstances.
6. The period of informal adjustment will not extend beyond three (3) months unless the extension is approved by the Court. The total period of informal adjustment may not exceed six (6) months.
7. The child and the parent, guardian or legal custodian understand that the child has a right to a trial and that the informal adjustment is voluntary.
8. The child may terminate the informal adjustment at any time and request a trial.
9. The designated juvenile court officer may file a petition or proceed on a previously filed petition if the child has not followed the conditions of the informal adjustment agreement.

**REQUIREMENTS OF INFORMAL ADJUSTMENT:**

I have read, and understand the above requirements and have been provided a copy of this agreement. I will abide by the requirements.

\_\_\_\_\_  
Child's Signature Date

I have read, and understand the above requirements and have been provided a copy of this document. I

**IN THE JUVENILE COURT OF COUNTY, TENNESSEE**

IN THE MATTER OF: Case No.

A child under 18 years of age  
(at the time of the offense)

CHARGE(S):

**PRETRIAL DIVERSION AGREEMENT**

In accordance with Rule 202 of the Tennessee Rules of Juvenile Practice and Procedure, a pretrial diversion is requested in this case.

1. The child and the parent, guardian or legal custodian agree to the pretrial diversion - this is voluntary.
2. The child and the parent, guardian or legal custodian have been advised of the child's right to legal counsel, and if they cannot afford one, one will be appointed.
3. The child has a right to remain silent, and any statements made by the child will not be admissible in any proceeding prior to a dispositional hearing.
4. The juvenile court officer may terminate the pretrial diversion and request dismissal of the charges at any time.
5. If the child successfully completes the pretrial diversion, the petition/citation shall be dismissed with prejudice.
6. The period of pretrial diversion will not extend beyond six (6) months unless notice and a hearing are provided and the Court approves the extension. Any party may request an extension of the pretrial diversion. The total period of pretrial diversion may not exceed twelve (12) months.
7. The child and the parent, guardian or legal custodian understand that the child has a right to a trial and that the pretrial diversion is voluntary.
8. The designated juvenile court officer may proceed on the previously filed petition if the child has not followed the conditions of the pretrial diversion agreement.

**REQUIREMENTS OF PRETRIAL DIVERSION:**

\_\_\_\_\_  
Child's Signature Date

I have read, and understand the above requirements and have been provided a copy of this document. I agree to report any violations to the juvenile court officer.

\_\_\_\_\_  
Parent, Guardian, Legal Custodian's Signature Date

\_\_\_\_\_  
, Juvenile Court Officer Date

**COURT APPROVAL**



# Intake Conference

- Can occur in person or over the phone with the use of DocuSign.
  - *Statement of Rights*
  - *Demographic Sheet*
  - *Affidavit of Indigence*
    - If the family qualifies for appointed counsel, the IO notifies one of the Judicial Assistants to seek for an appointed attorney.
  - *Email Consent Form*
    - Have families sign a consent form allowing us to send documentation to their email address rather than through the postal service.
- Give the youth a note for school and the family a Notice of Hearing for the court date.
  - *Make sure to include the Petitioner on the Notice of Hearing.*

**IN THE JUVENILE COURT OF COUNTY, TENNESSEE**

IN THE MATTER OF:

Case No.

A child under 18 years of age  
(at the time of the offense)

**NOTICE OF HEARING**

**YOU** are hereby notified to appear before the County Juvenile Court, located at for , and bring with you yourself and any and all relevant documents that are under your control.

This.

\_\_\_\_\_  
, Court Officer



**NOTICE OF  
HEARING**