Violation Petition

Select the Case

TCA 37-1-187 **(b)** A probation violation is included as part of the delinquent case or unruly case that resulted in the court order placing the child on probation; provided, that if the probation placement resulted from more than one (1) case, the violation must be included only as part of the case containing the most serious offense. A failure to appear is included as part of the delinquent case or unruly case that resulted in the court order requiring the child's appearance; provided, that if the order requiring the child's appearance resulted from more than one (1) case, the violation must be included only as part of the case containing the most serious offense.

Find the case where the child was placed on probation that has the most serious offense.

Add Incident

Incident date/time: Type a T for the current date/time
Incident type: Violation
Referring Agency: Probation, DCS, Helen McNabb
Click the Update button to save. This takes you to the Incident Statute Detail screen.
List statutes containing: Type Probation or Aftercare, press TAB on your keyboard
Click the Update button to save.
Click the Cancel button to return to the Incident Detail screen.
Click the Cancel button to return to the Case Detail screen.

Add Document

Scroll to bottom right corner of Case Detail screen
Click Add Document link
- List Templates containing – type a partial word, such as Viol, and press TAB on keyboard, Select the appropriate Violation Petition.
- Click the Update button to save and continue

Answer all the questions.
Preview to make sure everything looks correct. Cancel out of preview.
Finish when it is completed.

** If you are requesting an attachment, the document must be emailed to the child's attorney.

File Stamp

The Petition will be file stamped by the Clerk's office. The petition will be printed and placed in the legal file.

Request Attachment

If an attachment is being requested,
Add a Document called Attachment
Answer all questions
Preview to make sure it looks correct.
Cancel out of the document to leave it incomplete.
Click the <u>assign</u> button to assign it to the judicial officer who will be approving it.

Approval

The judicial officer will click the <u>Edit Text</u> button to review the attachment
click the <u>Finish</u> button when ready
Click the <u>Approve</u> button to approve
Click the <u>Assign</u> button to assign to courtroom clerk.

Courtroom Clerk will file stamp and print.