

### Overview

Juvenile cases are commonly transferred out of the originating county for supervision in another county. Historically, cost of supervision (COS) was paid directly to the supervising officer, and then those funds were kept in the county where the Juvenile was being supervised. As a result of this practice, the COS fees were not being distributed in line with the priority of payments that were adopted by the Idaho Supreme Court. To allow the priority of payments to be distributed correctly, all monies owed on a juvenile case must be paid to the originating county.

### Request for Transfer of Supervision

If a request is made that the Juvenile be supervised in another county, the original Probation Officer (PO) will contact the PO in the new county to make a determination of the fee assessment for the receiving county. Once that determination is made, the PO in the original county will complete a *Request for Transfer of Supervision*.

Once the *Request for Transfer of Supervision* is completed by the original PO, the Prosecutor, the Juvenile, their attorney, and/or their parent(s)/guardian(s) will complete and file a *Motion to Transfer Probation Supervision and Request for Hearing* with the PO's Request attached, with the Court in the original county.


### Motion and Request to Transfer Supervision

Once the Clerk in the original county receives the *Motion to Transfer Probation Supervision and Request for Hearing*:

1. Within the Juvenile's case, click **Forms** and generate **Order Amending Conditions of Probation & Transferring Supervision**
2. Modify the document based on the terms set out in the Motion and then click **Attach**

3. At the **Documents tab**, route the *Order Amending Conditions of Probation* and the *Motion to Transfer Probation Supervision and Request for Hearing* to the assigned judge
4. According to local practice, schedule a **Juvenile Motion Hearing**

### Order Amending Conditions of Probation

1. Once the *Order Amending Conditions of Probation & Transferring Supervision* is signed and returned to the clerk’s queue, **file stamp** the Order and complete the **Certificate of Service**
2. Navigate to the **Events tab** and enter event **OACP – Order Amending Conditions of Probation**
3. After saving, **right click** on the event and select **Relate Documents**
4. Select the **Order Amending Conditions of Probation & Transferring Supervision** and click **Save**
5. Provide copies of the *Order* to all parties including the local Juvenile Probation office
6. Navigate to the **Disposition tab**, click the **Sentence** hyperlink and then click the **Amend Sentence** hyperlink
7. Use the **Type** dropdown menu to select **JCA Juvenile Sentence**
8. Click the **Reason**  icon to select **Court Ordered** and click **Continue**
9. Select only **one** charge to be associated with the out of county fee code that is about to be applied

**Important:** Selecting multiple charges on the case will result in multiple fee assessments or duplicate fees being charged.

10. Within the **End** field of the existing Juvenile Probation condition, enter the date the *Order Amending Conditions of Probation* was filed


Condition	Duration Location	Amount Comment	Effective	End	Status
Juvenile Probation	1Y	35.00	03/21/2019		03/21/2019  Active

11. Click on the blue **Status** date hyperlink and select **Closed**

Condition	Duration Location	Amount Comment	Effective	End	Status
Juvenile Probation	1Y	35.00	03/21/2019	05/05/2019	05/05/2019  Closed

**Important:** Cost of supervision fees only assess on the 4th of each month so determine which month the fees should end in the original county and when the fees should begin assessing in the receiving county.

12. After saving, click the **Sentence**  icon to select **Condition – Juvenile**

13. Click the **Conditions**  icon and select the **xxOOC JV Probation** for the county the case will be moving to

14. Click **Continue** and then **Add**

15. Click within the Condition box for the **xxOOC JV Probation** component

Condition	Duration Location	Amount Comment	Effective	End	Status
xxOOC JV Probation - Bannock		25.00	05/05/2019		05/05/2019  Active




16. Enter the:

a. Duration of probation

b. Effective date

c. End date

d. Cost of supervision amount for the receiving county (will be on the Request for Transfer of Supervision)

17. Click **Update** and then click on the **Party**  icon to select the **Juvenile**

18. If there is a subsequent or secondary transfer back or to a new county, follow the same steps outlined above