5-02/050.35 - Juvenile Petition Request Time Schedule

Detained Petitions - 300 WIC

If a subject is arrested before 1200 hours on a court day, the investigating detective must prepare the detained juvenile petition request and have it sent to IDC at Edmund Edelman Childrens' Court by 1000 hours the following day. If subject is arrested after 1200 hours on a court day, the detained petition must be sent by 1000 hours the second court day following the arrest. Saturdays, Sundays, and holidays are not counted.

Detained Petition - 602 WIC

If subject is arrested before 1200 hours on a court day, the investigating detective must prepare the detained juvenile petition request and deliver it to the district attorney's office prior to 1200 hours the next court day. If the subject is arrested after 1200 hours on a court day, the detained juvenile petition request must be delivered to the district attorney's office before 1200 hours on the second court day following the arrest. Saturdays, Sundays, and holidays are not counted.

Four copies shall be delivered to the area district attorney's office within these time limits.

In detained misdemeanor cases, petition applications must be appropriately routed before 1200 hours the next court day.

Released Petitions

602 WIC released juvenile petition requests, and all original notice to appear citations that were issued, shall be submitted to the district attorney's office as soon as possible, but no later than seven calendar days after the juvenile is arrested and they have been issued a notice to appear for delinquency court. All 653.5 and 652 cases will be submitted to the district attorney and they will be tasked with forwarding the 652 cases to the nearest probation office. In those cases where further investigation is required after the arrest, and the submission of the released juvenile petition request and notice to appear within the seven day limit cannot be complied with, authorization shall be received from the concerned district attorney's office for an extension. A statement shall be included in the narrative section of the released petition request justifying the delay. For additional information regarding non-detained petitions and delinquency court, refer to section 5-02/050.52.

300 WIC released juvenile petition requests shall be submitted to the Edmund Edelman Children's Court, Court Liaison, as soon as possible, but no later than seven calendar days after the juvenile was taken into custody. If the seven day time period cannot be complied with, a statement shall be included in the narrative section of the released petition request justifying the delay.