

JUVENILE COURT  
POLICY/PROCEDURE

**FILING COURT DOCUMENTS INVOLVING JUVENILES  
WITH MORE THAN ONE CASE FILE**

POLICY

Each juvenile file must be "self contained" and include all relevant document filings (petitions, motions, reports, correspondence, etc.) as necessary for the court to consider information pertaining to that petition. Parties filing documents with the court are required to submit sufficient copies in order that a copy may be placed in all relevant files (each petition for each child/juvenile will have a separate file).

The court may, at its discretion, decline to consider any information not properly submitted for filing by any party.

PROCEDURE

Parties filing documents with the court shall file sufficient copies of the document so that a copy may be placed in all relevant files. The original document may contain the file numbers of all relevant files and subsequent copies may highlight the file number for the related files in which the document should be placed.