

JUVENILE COURT  
POLICY/PROCEDURE

**JUVENILE COURT NOTICES**

POLICY

Notices to parties of hearings scheduled in Juvenile Court shall be sent in a manner which permits them sufficient time to prepare for the events scheduled.

Verbal notice of subsequent hearings given by the Judge/Commissioner at the time of a court hearing shall constitute sufficient notice for that subsequent hearing.

PROCEDURE

The responsibility for sending Notices for various court activities is divided among different parties in the system as follows:

A. Initial Summons and Hearing Notices

**Notice of Hearing** for new Delinquency petitions to be prepared/sent by the Juvenile Court (CCAP) system.

**Summons** for juvenile hearings to be prepared/sent by District Attorney or Corporation Counsel, when applicable.

**Notice of Hearing** for CHIPS petitions filed by any party to be prepared/sent by the Juvenile Court (CCAP) system

**Notice of Hearing** for Involuntary TPR petitions to be prepared/sent by the Corporation Counsel's Office

**Notice of Hearing** for Voluntary/Involuntary TPR petitions filed by private attorney to be prepared/sent by the attorney

**Notices** for all other petitions filed (e.g. Extensions, Change of Placement, Revisions, Rev. CD,) and other Conferences, Pre-Trials, etc. all prepared/sent by the Branch staff).

## B. Subsequent Hearing Notices

**Notice of Hearing** for Pre-Trials and Trials to parties not present at a Plea Hearing to be sent by the Court Clerk (Branch Clerk if done by a Judge, administrative staff if done by the Commissioner)

**Notice of Hearing** for Dispositional Hearings to parties not present at a Plea, Pre-Trial, or Trial to be prepared/sent by the Court Clerk (Branch Clerk if done by a Judge, administrative staff if done by the Commissioner)

**Notice of Hearing or Conference** for a Review or Conference to parties not present at a prior hearing set at the direction of the Judge will be prepared/sent by the Court Branch

**Notice of Hearing** for Revisions, Extensions, Revocation of Consent Decree, and/or Change of Placement petitions filed by any party to be prepared/sent by Branch staff

**Extension Hearings** for youth in Corrections to be prepared by Branch staff with notice to Juvenile Reception Center, Dane County Human Services Correctional Liaison in addition to other parties

**Notices of Hearings** resulting from a change in court date or time requested by an attorney or social worker are to be prepared/sent by the Court (Branch staff if change approved by branch, administrative staff if change approved by Commissioner). (Note Policy on **Changes in Court Time** related to requirements for approval of changes in court time/date prior to cancellation/rescheduling/noticing). Note that in the event this change is "last minute" (that is does not allow sufficient time for preparation, mailing, and receipt of new notices) the attorney or social worker requesting the change is responsible for verbally notifying all related parties to the case, including attorneys, social workers, both parents, victim(s), Juvenile Court (JRC, Shelter Home, or Detention) staff, etc. of the emergency change. (Refer to policy on Change in Court Time).

Also note that §48/938.27(3) requires 72 hours notice to parties unless otherwise stipulated and that telephone notice is to be documented by placing a signed statement in the case file.