

PLACEMENT ORDER

Using This Form

1. Copies
 - a. Top copy - to court.
 - b. Second copy - to jail.
2. Prepared by district court clerk, judge or intake officer.
3. Attachments - none.
4. Preparation details - Do not use this Order to commit a juvenile to jail. Instead use DC-352, COMMITMENT ORDER, and observe the provisions of Va. Code §§ 16.1-249 and 16.1-284.

PLACEMENT ORDER

Commonwealth of Virginia

Case No. **1**Intake Case Number: **2**DJJ Juvenile Number **3**

..... **4** **5** [] Juvenile and Domestic Relations District Court
[] Circuit Court

JUVENILE **6**ADDRESS **7**SSN: **8** DATE OF BIRTH: **9**AGE **10** SEX: [] MALE [] FEMALE RACE **12**CHARGE: **13**

(continued on reverse)

[] PLACEMENT IN: **14** [] Shelter Care [] Detention FacilityPENDING **15** [] Hearing (see reverse) [] Transfer (see reverse) [] Other..... **16**

(continued on reverse)

HEARING DATE AND TIME (IF APPLICABLE)

HEARING LOCATION (IF APPLICABLE)

..... **17** **18**TO THE DIRECTOR OR SUPERINTENDENT of: **19**

You are hereby commanded to take the above-named juvenile into your custody in accordance with the appropriate instructions on the back of this form.

..... **20**

DATE

..... **21**

[] JUDGE [] DISTRICT COURT CLERK [] INTAKE OFFICER [] MAGISTRATE

Received **22** by **23**

DATE AND TIME

PLACEMENT ORDER

Data Elements

1. Court case number.
2. Intake case number.
3. Department of Juvenile Justice's Juvenile number.
4. Name of jurisdiction of the court in which this case will be heard.
5. Check the box to show to which court the case is returnable.
6. Juvenile's name.
7. Street address of residence of juvenile.
8. Social security number of juvenile.
9. Date of birth of juvenile.
10. Age of juvenile (in years).
11. Sex of juvenile.
12. Race of juvenile.
13. Charges placed against juvenile.
14. Check the type of facility in which juvenile is to be placed.
15. Check the reason for placement. If "other" is checked, give specific reasons.
16. Additional instructions or information for the detention or shelter care facility (on reverse side).
17. Hearing date and time (if known at time of preparation of this form).
18. Hearing location (street address) (if known at time of preparation of form).
19. Name of detention or shelter care facility.
20. Date of issuance of this Order.
21. Signature of person issuing this Order. Check the appropriate title box below the signature line.
22. Date that juvenile is received at facility (added by detention or shelter care facility personnel).
23. Signature of person receiving juvenile at facility.

INSTRUCTIONS

If the Juvenile is placed:

PENDING HEARING – Hold the Juvenile in your custody pending such hearing until the date and time shown, unless otherwise directed by the Court.

PENDING TRANSFER – Hold the Juvenile in your custody pending transfer of the Juvenile to the local board of social services or the Department of Juvenile Justice as ordered by Court.

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