

CONFIDENTIAL MATERIALS JUVENILE CASE APPEAL/TRANSFER
TRANSMITTAL

Using This Form

1. Copies
 - a. Original--to circuit court.

the circuit court judge enters an order advising the Commonwealth's Attorney that he may seek an indictment).
 - b. First copy--to circuit court, then to juvenile and domestic relations district court.

(2) to alert the circuit court clerks as to the type of the appealed case for proper docketing and statistical reporting and for entry of the case onto the Juvenile Appeals entry screen in the state automated case management system.
 - c. Second copy--to juvenile and domestic relations district court (file copy).
2. Prepared and signed by juvenile and domestic relations district court clerk except for the receipt portion which is signed by the circuit court clerk.

(3) to show what case documents and exhibits were transmitted from the juvenile and domestic relations district court clerk's office to the circuit court clerk's office.
3. Attachments--items (originals, not copies) described in part B. of the form (attached to original of form). See Using This Form, 4(d).
4. Preparation details
 - a. This form is to be prepared and sent with any juvenile case being transmitted from the juvenile and domestic relations district court to the circuit court.
 - (1) the first copy is the copy returned to the juvenile and domestic relations district court after the acknowledgment of receipt is executed by the circuit court clerk's staff.
 - (2) the second copy is maintained in the juvenile and domestic relations district court file until the first copy is returned from circuit court, after which the second copy may be destroyed.
 - b. The purposes of this transmittal form are:
 - (1) to alert the circuit court clerk's office that this case is required to be kept confidential pursuant to § 16.1-307 (but the confidentiality in the circuit court on cases transferred for trying the juvenile as an adult ends when

(4) to document who accepted the appeal/transfer case documents and exhibits in the circuit court clerk's office, when they were accepted, and that the signer acknowledges acceptance of the items listed on the transmittal form.
 - c. Because a juvenile may be detained in a variety of facilities on a statewide basis due to overcrowding and the circuit court may not have ready access to the information needed to contact a facility in a different locality, the juvenile and domestic relations district court clerk should also add the city or county and telephone number of the facility if it is in a different locality from the circuit court so that the circuit court can arrange for transportation of the juvenile to court.
 - d. The clerks should make a copy of all documents in the case which is being transmitted. The copies should be filed in the case file in the juvenile and domestic relations district court while the originals are transmitted to the circuit court along with the original of this form.

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Data Elements

1. **Juvenile and domestic relations district court case number.**
2. **Court name.**
3. **Case name. Use same style of case name as shown in the case papers.**
4. **Check the appropriate block to show whether the case is being transferred to circuit court for the juvenile to be tried as an adult in circuit court or is being appealed to circuit court after a trial in the juvenile and domestic relations district court. If the case is being appealed, also check its case type. See Using This Form, 4(b)(2).**
5. **Check the appropriate box(es) and complete the lines beside each checked box to show what is being transmitted with this form.**
6. **Check the appropriate box to show whether the juvenile is or is not being detained. If being detained, also show the name and (if not in a local facility) the location and telephone number of the place where the juvenile is detained. See Using This Form, 4(c).**
7. **Date of preparation of this form.**
8. **Signature of person preparing this form. Check the appropriate box below the signature line to show status of preparer.**
9. **Name of circuit court to which the case is being transmitted.**
10. **Date of receipt of this case in the circuit court.**
11. **Signature of person accepting this case in the circuit court. Check the appropriate box below the signature line to show status of preparer.**

CONFIDENTIAL MATERIALS— See Va. Code §§ 16.1-302, 16.1-307
JUVENILE CASE APPEAL/TRANSFER TRANSMITTAL

CASE NO.: **1**

2

Juvenile and Domestic Relations District Court

3

In re/v

3

A. CASE TYPE

4 JUVENILE TRANSFER to Circuit Court (§ 16.1-269.1)

JUVENILE APPEAL:

Traffic infraction / misdemeanor / other (T)

Delinquency felony (DF)

Delinquency misdemeanor (DM)

Custody / visitation (CV)

Status offense / CHINS / other (ST)

B. ACCOMPANYING CASE DOCUMENTS AND EXHIBITS

Case documents (**5** number of sheets)

5 Check for bond (if applicable) — check number **5**

Exhibits (list specific items below):

5

C. JUVENILE STATUS

6 Admitted to bail

In jail / detention / shelter care at **6**

I certify that the above-described items from this juvenile and domestic relations district court accompany this form.

7
DATE

8

CLERK DEPUTY CLERK

The above-described items have been received in the circuit court of

9

10
DATE

11

CLERK DEPUTY CLERK