
Using This Form

1. Copies
 - a. Original – to circuit court.
 - b. First copy – to circuit court, then to juvenile & domestic relations district court.
 - c. Second copy – file copy.
2. Prepared and signed by clerk except for receipt section which is signed by the circuit court clerk.
3. Attachments – items (originals, not copies) described in part B of the 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.
 - The first copy is returned to the juvenile and domestic relations district court after the acknowledgment of receipt is executed by the circuit court clerk’s staff.
 - The second copy is maintained 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:
 - To alert the circuit court clerk’s office that this case is required to be kept confidential pursuant to § 16.1-307.
 - To alert the circuit court clerks as to the type of case for proper docketing and statistical reporting.
 - 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.
 - 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, the juvenile and domestic relations district court clerk should add the city or county and telephone number of the facility if it is in a different locality from the circuit court.
 - d. The clerks should make a copy of all documents in the case and the copies should be filed in the juvenile and domestic relations district court while the originals are at the circuit court.

Case No. **1**.....

Case Type: **2**.....

3..... Juvenile and Domestic Relations District Court

4 *In re/v.*

A. CASE TYPE

JUVENILE CERTIFICATION (§ 16.1-269.1)

JUVENILE TRANSFER to Circuit Court (§ 16.1-269.1)

JUVENILE APPEAL:

5

Traffic Infraction / Misdemeanor / Other

Dispositional Hearing (Child Dependency)

Delinquency Felony

Foster Care Review

Delinquency Misdemeanor

Permanency Planning Hearing

Custody / Visitation

Termination of Parental Rights

Child in Need of Services

Other:

Child in Need of Supervision

B. ACCOMPANYING CASE DOCUMENTS AND EXHIBITS

Case documents (..... number of sheets)

6

Check for bond (if applicable) – check number

Exhibits (list specific items below):

.....
.....
.....

C. JUVENILE STATUS

7

Admitted to bail

In jail / detention / shelter care at

NOTICE: This transmittal may include confidential case record requiring preservation consistent with the provisions of Virginia Code § 16.1-307.

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

8.....
DATE

9.....
[] CLERK [] DEPUTY CLERK

The above-described items have been received in the circuit court of **10**.....

11.....
DATE

12.....
[] CLERK [] DEPUTY CLERK

Original – Circuit Court; Copy – Juvenile and Domestic Relations District Court

Data Elements

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