

ASSOCIATION OF JUVENILE COMPACT ADMINISTRATORS



The Basic ICJ Forms *Use and Descriptions*

AJCA RULES AND REGULATIONS

RULE 2-101 RULE 3-101: APPROVED FORMS

APPLICATIONS PREPARED ON OTHER THAN OFFICIALLY APPROVED FORMS MAY BE RETURNED FOR REVISION. (SEE THIS RULE FOR A LIST OF APPROVED FORMS AND **RULE 2-102 3-102** FOR A LIST OF APPROVED BUT OPTIONAL FORMS.) **CLICK [HERE](#) TO FIND THE FORMS ONLINE.**

RULE 2-103 3-103: REVISION/MODIFICATION OF FORMS

FORMS APPROVED AND ADOPTED BY THE AJCA MAY NOT BE CHANGED, ALTERED OR OTHERWISE MODIFIED EXCEPTION UPON APPROVAL OF THE AJCA. NO STATE OR OTHER GOVERNMENTAL ENTITY PARTY TO THE ICJ MAY CHANGE, ALTER OR OTHERWISE MODIFY ANY FORM THAT HAS BEEN APPROVED AND ADOPTED FOR USE BY THE AJCA.

NO OTHER FORMS MAY BE SUBSTITUTED AS APPROVED FORMS.

Article VII - *Request* for Cooperative Supervision Forms

ICJ Form IV: Parole or Probation Investigation Request

ICJ Form IV is to be executed by the sending juvenile worker as the summary transmittal sheet for all supervision transfer requests. When properly filled out, the form contains all relevant and pertinent information regarding the juvenile. The referring juvenile worker must fill in his/her name in the bottom left corner, and the ICJ official signs to the right.

ICJ Form IA/VI: Application for Compact Services/Memorandum of Understanding and Waiver

ICJ Forms IA and VI have been consolidated into one form to reduce the amount of signatures required in an ICJ application. The first section of ICJ Form IA/VI is the application to the sending court or agency whereby the juvenile is requesting Compact services. The juvenile acknowledges and accepts any differences in supervision between the sending and receiving states in order to gain the benefits of compact services. The second section is the Memorandum of Understanding and Waiver. This section constitutes the legal document whereby juveniles waive their respective right for a hearing when involuntarily returned to the sending state in order to partake in compact services and

compact benefits. This form is signed by the juvenile, custodial parent/legal guardian, and the sending state's judge, in probation cases, or compact official, in parole cases.

ICJ Form V: Report of Sending State Upon Parolee or Probationer Being Sent to the Receiving State

ICJ Form V is to be executed when the parolee or probationer has been accepted by the receiving state and has departed for the receiving state. The form clearly notes reporting instructions and departure dates. It also provides a summary checklist of materials attached which were not previously sent to the receiving state.

ICJ Travel Permit

The ICJ travel permit, dependent upon whether the form is utilized by the sending state as a Provisional or Temporary travel form, is executed when a parolee or probationer is traveling to establish residence in a member state prior to formal acceptance or just visiting a member state.

Article VII - Supervision Forms

ICJ Home Evaluation Report

This is an optional form. This report may be executed by the receiving juvenile worker as the official reply to a transfer of supervision investigation. The form provides space for reporting instructions when the receiving state has accepted a case.

ICJ Quarterly Progress Report

This is an optional form. This form is a summary/transmittal reporting the adjustment of an ICJ client. The form is prepared by the receiving state on a quarterly basis and is routed to the sending state for review.

Article IV - Return of Runaways Forms

ICJ Form A: Petition for Requisition to Return a Runaway Juvenile - **Optional**

The petition is to state the juvenile's name, date of birth, the status of the juvenile's custody, the circumstances of his/her running away, the location of the juvenile, if known at the time application is made, and such other facts as may tend to show that the juvenile who has run away is endangering his/her own welfare or the welfare of others. The petition is to be verified by affidavit in the presence of a notary public with the notary affixing the seal/stamp required by the home state's law. The petition is to be executed in duplicate and accompanied by two certified copies of the document(s) on which the petitioner's entitlement to the juvenile's custody is based, such as birth certificate, letters of guardianship or custody decrees.

ICJ Form I: Requisition for Runaway Juvenile

ICJ Form I - Requisition for Runaway Juvenile is completed and executed if the judge of the home court agrees with the petition. The requisition must be completed, in duplicate, with the judge's original signature on each document. The requisition with the petition and certified true accompanying documents are sent to the ICJ Office in the home state.

Article V - Return of Escapees and Absconders Forms

ICJ Form II: Requisition for Escapee or Absconder/Juvenile Charged with Being Delinquent

ICJ Article V is used for delinquents who have escaped from institutional custody or absconded from probation supervision. ICJ Form II - Requisition for Escapee or Absconder/Juvenile Charged with Being Delinquent is used. For the purposes of Article V, box number one is checked, Requisition for Escapee or Absconder. The authority of the demanding state from whom the juvenile has escaped or absconded may issue the requisition without a petition. The requisition must be completed in duplicate, with original signatures, in the presence of a notary public with the notary affixing the seal/stamp required in the demanding state. Two original certified true copies of adjudication and/or disposition orders and pick up orders must accompany the requisition.

Article VI - Voluntary Return Procedure Forms

Juvenile Rights

The juvenile rights relate exclusively to the Interstate Compact on Juveniles, Article VI, Voluntary Return Procedure. These rights should not be considered a substitute for any other notice of rights required by law. The form used herein to notify the juvenile of his/her rights is optional. Under the law, the juvenile must be advised of his/her rights by the juvenile judge. This form must be signed and dated by the judge.

ICJ Form III: Consent for Voluntary Return by Runaway, Escapee or Absconder

After being advised of his/her rights, the juvenile is requested to sign ICJ Form III. The form is also signed by the judge and legal counsel/guardian ad litem, if appointed.

Rendition Amendment Forms

This amendment may be utilized only by those states who are signatory to the amendment. The Rendition Amendment provides for the return of youth (1) who are not yet adjudicated, and/or (2) to a third state.

ICJ Form II: Requisition for Escapee or Absconder/Juvenile Charged with Being Delinquent

ICJ Form II - Requisition for Escapee or Absconder/Juvenile Charged with Being Delinquent is used. For the purposes of the Rendition Amendment, box number two is checked, Requisition for Juvenile Charged with Being Delinquent. The requisition must be completed in duplicate, with original signatures, in the presence of a notary public with the notary affixing the seal/stamp required in the demanding state. Two original certified true copies of adjudication and/or petitions and pick up orders must accompany the requisition.

ICJ Form III: Consent for Voluntary Return by Runaway, Escapee or Absconder

In the event the juvenile would return voluntarily, ICJ Form III may be used for the Rendition Amendment. (See instructions listed above under Article VI.)