



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

CENTER FOR FAMILIES, CHILDREN & THE COURTS

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DIANE NUNN
*Director, Center for Families,
Children & the Courts*

Date

September 19, 2006

To

Executive Officers of the Superior Courts
Court Probation Officers
District Attorneys
Public Defenders

From

Lee Morhar, Assistant Director
Audrey Fancy, Senior Attorney
Center for Families, Children & the Courts

Action Requested

Please Review and Complete "Agreement
Concerning Access to Court Forms" if
Appropriate

Deadline

N/A

Contact

Audrey Fancy
415-865-7706 phone
415-865-7217 fax
audrey.fancy@jud.ca.gov

Subject

Microsoft Word Versions of Juvenile Judicial
Council Forms

Effective January 1, 2006, the Judicial Council adopted or revised a number of Judicial Council forms applicable in juvenile court proceedings. Many of these forms are minute orders for juvenile dependency and delinquency hearings. Reprogramming computers and case management systems to incorporate the new forms has created a significant workload for some courts and other governmental agencies, such as the California Department of Social Services, and county probation, prosecution, and defense agencies. A number of courts and governmental agencies have requested Microsoft Word versions of these forms.

We are pleased to announce that the Administrative Office of the Courts (AOC) will provide unlocked Word copies of Judicial Council forms applicable in juvenile proceedings to registered

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users. These forms will be available online at a dedicated Web site. After an initial set-up period, forms will be available one month before their effective date and remain online for six months.

These forms will only be available only to courts and governmental agencies that agree to the terms of use by signing the attached form and submitting the e-mail addresses of authorized users. Once an entity is registered as a user, authorized staff will receive an e-mail message with the Web site address and instructions for use. Please note that the forms are available to you with the following restrictions:

- The forms may be used solely for the purpose of incorporating the forms into your case management system.
- Access to the forms will be strictly limited to authorized personnel on a need-to-know basis.
- The forms will not be distributed to any other person or entity.
- You agree not to materially alter, change, or add to the content of the forms.
- Except for one archival copy, all copies of the forms must be destroyed after you have completed incorporating the forms into your case management system.

To receive these forms in Word, you must read and sign the attached terms of use agreement and provide the names and e-mail addresses of authorized users. Please mail the completed "Agreement Concerning Access to Court Forms" to the address below. Once your request is approved, we will provide you with the Web site location and password.

If you would like further information about these forms or this process please contact juvenileforms@jud.ca.gov or call 415-865-7604.

Administrative Office of the Courts
Center for Children, Families & the Courts
Attention: Xiaoyu Zhang
455 Golden Gate Avenue
San Francisco, California 94102-3688

LM/AF/kr
Attachment

cc: Diane Nunn, Director, Center for Families, Children & the Courts, Administrative Office of the Courts
Mary G. Roberts, General Counsel, Office of the General Counsel, Administrative Office of the Courts