

JUVENILE TRANSFER SUBMISSION
First-time reporters

Report Options: Electronic spreadsheet (preferred)
___ Hand Entry paper form (CPRD will transfer data into spreadsheet)

REPORT TYPE: **Original** – first reporting on youth
Original & Final – first *and* final reporting on youth
Update – an update to information previously reported (used in subsequent reports)
Final – indicates that this is the **last and final** update/submission on this youth for this case number
Nothing to Report at this time* – indicates that the record was previously submitted, but there has been no move on the case during this reporting period.

Report Year: IF the reporting period is Jan-June, 2017, the report year is 2017. Not the year the offense occurred. **Report Period:** Jan- Jun **OR** Jul-Dec

Report as much demographic information as possible: Columns D-Q (spreadsheet)

Current Juvenile Offense CASE TYPE
*If more than one Case Type is associated with case, choose the **primary CASE TYPE**, but report on all Case Types in the columns* to the right.*

5-130 Excluded Jurisdiction
5-805 Motion for Transfer
5-810 Extended Jurisdiction
5-815 Habitual Offender
5-820 Violent Offender

Offense at Petition/Charging And Offense Description- Petition/Charging
(Offense at Adjudication /Conviction and Offense Description – Adjudication /Conviction)

Report **MOST SERIOUS CHARGE** only!
Spreadsheet: Use the drop-down list to select the appropriate IL Statute code for this juvenile. This list is used for consistency in reporting and serves to auto-populate the description in the following column. If the description that is populated does not seem right, please check the statute code and if necessary overwrite the description. Please note the discrepancy in the NOTES field to the far right
****Please note, the *Offense at Petition/Charging* may be different from the *Offense at Adjudication/Conviction*.**

COLUMNS AB- AU
Specific information regarding the CASE TYPE

Record information regarding the primary type reported in Column R in the corresponding color coded columns. If there is more than one CASE TYPE associated with the juvenile, information regarding the second CASE TYPE can be provided in the appropriate columns.

Co-Defendant /Victim demographic information

Record demographic information for one co-defendant or one victim on each line. If there are more than one co-defendant or victim associated with the case, each one needs to be recorded as a separate record. To copy all offender information after filling in the demographic information for the co-defendant or victim information, make a note in the **Notes** field to indicate that there is more than one co-defendant/victim associated with the case.

Copy Offender/New Offender **“Copy Offender”** button (while in the **Notes** field) will copy all offender information to simplify data entry when adding additional co-defendant or victim information
“New Offender” button (while in the **Notes** field) will simplify data entry by returning to the beginning of the form.

Submitting Your Form: **Hand Entry paper form:** Mail to: CPRD – Shawn Freeman
510 Devonshire Drive, Suite E
Champaign, IL 61820

Electronic: Name your electronic file with the CountyName and ReportPeriod (e.g., ADAMS_JuvTransfers_JulDec2017. To file handwritten form(s) electronically, scan all documents together and submit as one file.

IF THERE IS **NOTHING TO REPORT AT THIS TIME** FOR ANY YOUTH AND NO NEW SUBMISSIONS FOR THIS TIME FRAME, SEND THE FOLLOWING MESSAGE BY EMAIL:

“[County Name] has zero new or updated/changed juvenile transfer submissions for the reporting period of July 1, 2017 through December 31, 2017

Please include the name, phone number and email of the Clerk’s Office contact person.

Carefully review all of your juvenile transfer data to ensure accuracy and completeness before submitting to CPRD.

Email form/message to:
shawnf@illinois.edu