



ICJ FORMS TRAINING OUTLINE

1. Welcome & Introduction – Thank you all for attending today’s session! We will be covering updates to commonly used forms for ICJ. We will provide a brief explanation of each form, the changes between current forms and previously used forms and the format in which you should submit forms to the ICJ Office.
2. Please follow along using the Forms Guide that was emailed to you. It will help you understand changes to each form as we go along. It is on the screen for your reference.
3. Why Updated forms? Since 2012, ICJ has used a database called the Juvenile Interstate Data System (JIDS). However, the system has become very outdated and is more of a document system vs. a tracking system, so the decision was made to develop a new database. The new database is called the Uniform Nationwide Interstate Tracking for Youth or in short “UNITY.” This new system will go live on May 17th, but the forms go into effect on May 13th. ICJ will not be able to accept outdated forms after May 13th. If you send an outdated form, ICJ will return the outdated forms and request that the new forms be used. The new forms will coincide with the data fields in UNITY.
4. Form I – This form is a Requisition for a Runaway; it is used for Runaways that refuse to voluntarily consent to return to [state name]. This form can be sent to the ICJ Office typed or neatly handwritten. It must include a wet signature from a judge. A scanned PDF copy of this form is acceptable.
5. Form II – This form is a Requisition for Escapee, Absconder, or Accused Delinquent that refuses to voluntarily return to [state name]. This form can be sent to the ICJ Office typed or neatly handwritten. It must include a wet signature from a judge or a notary. A scanned PDF copy of this form is acceptable.
6. Form III – This form is used to return a juvenile that has ran from [state name] and the juvenile has voluntarily consented to returning. Please provide two copies of this form. One copy is in a format that can be copied and pasted (does not include signatures). The second copy includes wet signatures and can be sent in a PDF scanned document.
7. Form IV- This form is use as part of the transfer of supervision packet. This form must be submitted in a format that can be copied and pasted. Digital signatures only on this form.
8. Form V – This form is used to notify another state that a youth is on his/her way to their state. This form must be submitted in a format that can be copied and pasted. Digital signatures only on this form



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9. Form VI – This form was previously known as the IA/VI. This form is also apart of the Transfer of Supervision packet. This form must include wet signatures and a PDF scanned copy is acceptable.
10. Form VII – Most of you are familiar with this form. It is used when a juvenile is traveling out of state for more than 24 hours. This form is also included in Transfer of Supervision packets. This form must be submitted in two formats. A copy that includes wet signatures, a PDF scanned version is acceptable and a copy that can be copied and pasted. In addition, this form is now (2) two pages instead of one page.
11. Form VIII – This form is used when completing a Home Evaluation. This form must be submitted a format that can be copied and pasted. Digital signatures only.
12. Form IX - Quarterly Progress Report – This form is used to send and receive reports on juvenile’s behavior and progress. This form was previously three (3) forms in one but is now its own form. However, the number is still the same. The ICJ Office must be able to copy and paste the information into UNITY. Digital signatures only.
13. Form IX - Violation Report – This form is used to send or receive violation reports. It is commonly used for revocations as well. This form was previously three (3) forms in one but is now its own form. However, the number is still the same. The ICJ Office must be able to copy and paste the information into UNITY. Digital signatures only. This form is two (2) pages.
14. Form IX – Absconder Report – This form is used to notify states that the juvenile has absconded. This form was previously three (3) forms in one but is now its own form. However, the number is still the same. The ICJ Office must be able to copy and paste the information into UNITY. Digital signatures only. This form is two (2) pages.
15. UNITY Supplemental Data Form – This form coincides with data fields in UNITY. It will capture guardian information and other pertinent demographics. Please include this form with your Transfer of Supervision packet
16. ICJ Juvenile Rights Form – This form is sometimes used by judges at Form III hearings to inform juveniles of their rights. This form is optional but should you use it, please submit in a scanned PDF format.