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| County: |  | | | |  | |  | | |
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**Instructions**

Please complete the questions below. Please be as specific and detailed as possible with your answers. The SC-CMS Project Team will use your answers to discuss business processes with you and to help with the configuration of Odyssey for your implementation.

1. How do you currently receive notice of juvenile offender allegations?

2. Once you receive the filing, what is the case initiation process?

3. How do you schedule the detention hearings?

a. How are parties notified of the hearing?

b. What data entry occurs in the courtroom?

c. Are there different processes needed for a juvenile in custody versus a juvenile that’s not in custody?

4. What is your process for court appointed attorneys in juvenile offender cases?

5. What information or case processing is tracked in juvenile offender cases?

**List Existing Forms and Reports**

1. Please list any forms (in Word format, if possible) the court originates at any time during a dependency case process.

1. Please list any reports necessary for completion of a dependency case process.

Please submit the completed worksheet and supporting documentation, if any, to [sccmsproject@courts.wa.gov](mailto:sccmsproject@courts.wa.gov)