



State of Connecticut JUDICIAL BRANCH

OFFICE OF THE CHIEF COURT ADMINISTRATOR
COURT SUPPORT SERVICES DIVISION
455 Winding Brook Drive, Glastonbury, CT 06033

Police - Juvenile Information Request Protocol

Release of Juvenile and Adult Court and Case Information Protocol – **Regular Court Hours**

- 1) Police take a child into custody and seek an order to detain.
- 2) Police will contact the **Juvenile Probation Supervisor in the Juvenile Court location of jurisdiction** to obtain disclosable juvenile and adult court and case information.
- 3) Police will complete top section of the JD-JM-218 and email to the Juvenile Probation office.
- 4) The Juvenile Probation office will complete the bottom section of the JD-JM-218 and return to the Police.
- 5) Police will include the JD-JM-218 with the Order to Detain affidavit submitted to the judge.
- 6) The JD-JM-218 will only be used with the Order to Detain. Information contained in the completed JD-JM-218 shall not be further disclosed except as specifically authorized by a subsequent order of the court.

Release of Juvenile and Adult Court and Case Information Protocol – **Evenings, Weekends and Holidays**

- 1) Police take a child into custody and seek an order to detain.
- 2) Police will contact the **Juvenile detention / Residential Center of jurisdiction** to obtain disclosable juvenile and adult court and case information.

Bridgeport Detention: (203) 579-6548

Hartford Detention: (860) 244-7961

- 3) Police will complete top section of the JD-JM-218 and email to the Juvenile Detention / Residential Center.
- 4) The Juvenile Detention / Residential Center will provide the JD-JM-218 to the on-call Juvenile Probation Officer.
- 5) The Juvenile Probation Officer will complete the bottom section of the JD-JM-218 and return to the originating arresting agency.
- 6) Police will include the JD-JM-218 with the Order to Detain affidavit submitted to the judge.

- 7) The JD-JM-218 will only be used with the Order to Detain. Information contained in the completed JD-JM-218 shall not be further disclosed except as specifically authorized by a subsequent order of the court.