

Information Required for Filing with Juvenile Intake for Law Enforcement Officers



Complainant Information

Provide information for the reporting law enforcement officer.

- Officer Name
- EIN
- Station Name
- Station Address
- Phone Number
- Email Address

Juvenile Information

Provide complete identifying information for the juvenile involved.

- Full Legal Name
- Date of Birth
- Full Address (*include an explanation if different than parent/legal guardian*)
- Telephone Number
- Demographic Information
 - Genetic sex
 - Height
 - Weight
 - Hair color
 - Eye color
 - Race
 - Ethnicity
- Preferred Language

Parent/Legal Guardian Information

Information for both parents or legal guardians is required if available.

- Full Legal Name
- Full Address
- Telephone Number
- Email Address (*if available*)
- Preferred Language

Victim Information

Provide the following information for the victim.

- Full Name
- Date of Birth
- Full Address
- Telephone Number
- Preferred Language

If the victim is a minor, also include parent or guardian information:

- Full Legal Name
- Full Address
- Telephone Number
- Email Address (*if available*)
- Preferred Language

Offense Information

Provide key details related to the offense.

- Applicable Statute
- Date of Offense
- Statement of Probable Cause
 - Typically obtained from the police report or statement of facts.
- Supporting Information
 - Restitution
 - Injuries
 - Other relevant supplemental information

Get Started Now

Submit an intake referral at

hhsjdrdc.powerappsportals.us

Offenses That Do Not Require Filing with Intake

Certain offenses may proceed by summons issued by the investigating officer, and do not require a petition through Juvenile Intake.

These generally include:

Traffic and Ordinance Violations

- Traffic law violations
- Bicycle or pedestrian violations (e.g., hitchhiking offenses)
- Game and fish law violations
- Surfing ordinance violations
- Curfew violations
- Animal control violations
- Littering violations

Alcohol-Related Offenses

If the juvenile is released to a parent or legal guardian, the officer may issue a summons for offenses such as:

- DUI-related offenses
- Alcohol possession by a minor
- Other alcohol-related offenses
- Certain game and fish alcohol violations

Other Minor Offenses

- Offenses that would be punishable as a Class 3 or Class 4 misdemeanor if committed by an adult

Other Situations

- Requests related to juvenile work permits

These matters may proceed directly by summons rather than petition under Virginia law.