

RULE 174

JOURNAL ENTRY FORMS FOR CHILD IN NEED OF CARE, JUVENILE OFFENDER, AND DOMESTIC RELATIONS CASES

- (a) **When Use of Judicial Council Forms is Mandated.** To ensure compliance with the federal Adoption and Safe Families Act, a district court must use the appropriate Judicial Council form when:
 - (1) placing a child in the custody of a person other than the child's parent or legal guardian in a child in need of care, juvenile offender, or divorce proceeding; or
 - (2) ruling on child in need of care and juvenile offender permanency hearings.
- (b) **Attachments.** An additional order or supplemental affidavit may be attached to a form order if a court desires to include additional information.
- (c) **District Court Administrative Matters.**
 - (1) **Official Court File Contents.** All journal entries and attached orders must be maintained in the district court's official file.
 - (2) **Required Data Entry.** All required data — described in the Juvenile Compliance Training Manual distributed by the Office of Judicial Administration — must be entered into the court's case management system.
- (d) **Form Changes.** The Supreme Court may create, modify, or delete forms under this rule after review by the Judicial Council and the Supreme Court Task Force on Permanency Planning.

[**History:** New rule adopted effective May 1, 2013.]