



**Cuyahoga County Court of Common Pleas Juvenile Court Division  
Legal Division -Intake & Diversion Unit**

**NOTICE TO THE PUBLIC**

Referrals may be submitted between the hours of 9:30 a.m. – 3:30 p.m. at a branch office in your area:

**MAIN – Juvenile Justice Center**

9300 Quincy Avenue, 2<sup>nd</sup> Floor Intake, Cleveland, Ohio 44106  
(216) 698-6545

**EAST**

- Mr. Gary Williams** - Garfield Hts. Office – 5555 Turney Rd., Garfield Hts., Ohio 44125  
(216) 518-3332
- Mrs. Judith Headland** - Southeast Office - 21100 Southgate Pk. Blvd. #3, Maple Hts., Ohio 44137  
(216) 443-5214
- Mr. Robert Dix** - EC/UC Regional Office – 11811 Shaker Blvd. 4<sup>th</sup> Floor, Cleveland, Ohio 44120  
(216) 698-7364

**WEST**

- Mrs. Angela DiCarlo** - Lakewood Office – 12650 Detroit Ave., Lakewood, Ohio 44107  
(216) 521-0334
- Mrs. Jennifer Mercer** - Southwest Office – 5361 Pearl Rd., Parma, Ohio 44129  
(216) 443.5381

**NOTE: In order to submit a referral at Juvenile Court, YOU are required to provide the Court with the following MANDATORY information:**

1. **Child's complete legal name, address, date of birth, race and gender are required. A detailed physical description, to include eye and hair color, height, weight and distinguishing marks, is vital in the event that a warrant is to be issued. A photograph of the child will not meet this requirement.**
2. **Legal name, address, date of birth, race and gender of the child's parents and/or legal guardian are required. We must have mother's name, even if she is deceased or if the child is residing elsewhere.**
3. **Legal name, date of birth, address, race and gender of any and all victims/witnesses is required. If any victims/witnesses are under the age of 15, their parents or legal guardian's legal name, address, date of birth, race and gender are required.**
4. **Date and address of when and where the offense occurred.**

If you do not have all the necessary information and you are unable to obtain the information, contact the police department in your area and request their assistance in obtaining the information. Be advised that police departments will not release confidential juvenile information to public citizens.

We recommend that a police report be made concerning all violations of the criminal law. To assist the processing of your referral provide the name of the police department to which the incident was reported, date reported, the police report number assigned to the incident and a copy of the police report.

**Completion of a Juvenile Fact Sheet and Intake Statement of Problems form concerning your referral is required.**

**An interview with an Intake & Diversion Officer is by APPOINTMENT only. Please call to schedule for such an interview; every effort will be made to set the appointment within ten (10) business days.**

**IF YOU PROCEED WITH THE FILING OF AN OFFICIAL COMPLAINT AND LATER DECIDE THAT YOU WISH TO WITHDRAW YOUR COMPLAINT, YOU MAY BE REQUIRED TO APPEAR AT THE SCHEDULED COURT HEARING AND STATE YOUR INTENTIONS AT THAT TIME.**